



Memorandum

To: All Agencies

From: Sheldon Fisher
Commissioner

Date: March 31, 2015

Subject: **STATE ADMINISTRATIVE MANUAL – TRANSMITTAL NUMBER 85**

The following sections within the Alaska Administrative Manual are being revised with this transmittal memo effective April 1, 2015.

Payment Methods

AAM 38.300 – One Card Alaska Program Overview. Deleted references to Managed Spend Card since these card types are no longer being offered through the One Card Alaska program.

AAM 38.340 – One Card Alaska Program Controls. Deleted references to Managed Spend Card since these card types are no longer being offered through the One Card Alaska program.

Travel

AAM 60.040 – Travel Approvals. Clarified the policy to define “per diem” as lodging and meals and incidental expenses, when determining the authorized amount for a trip to return an employee home when the travel period exceeds 15 consecutive days.

SF/lp