



Memorandum

To: All Agencies

From: Sheldon Fisher
Commissioner

Date: December 31, 2015

Subject: **STATE ADMINISTRATIVE MANUAL – TRANSMITTAL NUMBER 88**

The following section within the Alaska Administrative Manual is being revised with this transmittal memo effective January 1, 2016.

Leave Accounting

AAM 280.030 – The Leave Year. Updated section to change the leave year to January 1 through December 31 per the change made to the personnel rules.

Mileage – Effective January 1, 2016, the standard mileage rates approved by the Internal Revenue Service when utilizing privately owned vehicles for business purposes and nontaxable moving were changed to \$.54 and \$.19 per mile respectively. Although these rates are not published in the AAM directly, they are published on forms that are linked within the travel and moving sections of the AAM. New forms have been provided with these new rates effective January 1, 2016.

SF/kh