

**INDIVIDUAL LETTER OF AGREEMENT**  
between the  
**STATE OF ALASKA**  
and the  
**ALASKA STATE EMPLOYEES ASSOCIATION**  
representing the  
**GENERAL GOVERNMENT UNIT**

**(Employee Name), Travel**

**LOA GG-Dept # -FY-Sequence #**

It is agreed between the parties that the following terms and conditions of employment apply to (employee name), (title) with the Department of (title). No provision of the July 1, 2010 through June 30, 2013, master agreement not specifically referenced herein is modified by this agreement.

Mr./Ms. (employee last name) will remain in work status during normal work hours while attending the (training program name) in (location - city & State) from (date) through (date). S/he will be responsible for all travel expenses associated with this training. The employee will not be considered in travel status and will not be eligible for travel reimbursements or per diem allowance during this period.

The Department of (name) agrees to pay the conference registration fee. **(Optional)**

This agreement is entered into solely to address the specific circumstance of this particular situation. It does not establish any practice or precedent between the parties. This agreement shall not be referred to in any other dispute, grievance, arbitration, hearing, or any other forum, except as may be necessary for the execution of its terms.

**FOR THE STATE OF ALASKA:**

**FOR ASEA/AFSCME Local 52:**

\_\_\_\_\_  
( Name)  
Human Resource Manager  
Department of Administration

\_\_\_\_\_  
Name  
(Title: Business Agent, etc.)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date