



Memorandum

To: All Agencies

From: Commissioner Paula Vrana
Department of Administration

Date: June 5, 2026

Subject: **STATE ADMINISTRATIVE MANUAL – TRANSMITTAL NUMBER 114**

The following sections within the Alaska Administrative Manual are being revised with this transmittal memo effective July 1, 2026.

ACCOUNTING

AAM 05. Internal Controls

- **05 All Sections.** General updated based on updated Green Book.
- **05.031 Component 1 - Control Environment.** Added information about Nepotism waiver.

AAM 35. Expenditures

- **35.140 – Unauthorized Expenditures.** Removed outdated verbiage and added reference to fees associated with proper travel identification.

AAM 50. Cash

- **50.140 – Remote Deposit Capture.** Updated language to include requirement for deposits exceeding \$5,000,000, storage instructions, and user guide direction.

AAM 60. Travel

- **60.020 – Travel Definitions.** Updated definition of Financial Entity and organized terms to be in alpha order
- **60.210 – Traveler Reimbursement.** Removed reference to financial entity in last paragraph.
- **60.220 - Travel Expenses Required Receipts and Documentation.** Updated language for content clarity and added bullet for new non-reimbursable expense related to proper travel identification

PAYROLL

AAM 270. Compensation

- **270.010 – Workweek Defined.** Updated language to account for workweeks exceeding 40 hours.
- **270.020 – Holiday Pay.** Added Juneteenth to the list of Holidays.
- **270.050 – Overtime Eligibility.** Updated general rules for executive employees to match guidance from the U.S. Department of Labor, Wage and Hour Division.
- **270.150 – Office Closures and Compensation.** Changed references to Department of Administration (DOA) to the Department of Transportation and Public Facilities (DOT&PF) for the transfer of the Division of Facilities Services from DOA to DOT&PF. Updated the Employee Notification and Updates section for new notification protocols.

Questions or concerns about these updates may be directed to the Division of Finance at (907) 465--2240 or doa.dof@alaska.gov.