

# MEMORANDUM

STATE OF ALASKA

Department of Administration

**To:** All Agencies

**Date:** January 26, 1998

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**File Ref:**

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**Subject:** Administrative Manual

The updates for section **AAM 10.050** and **AAM 60.290** were not included with Transmittal Number 20. Attached are the updates for those sections.

Section **AAM 10.050** is revised due to the reorganization of the Office of Management and Budget.

Section **AAM 60.290** is revised to clarify the proper recording of third party payments for state travel expenditures.

Also, the transmittal did not mention the changes to Sections **AAM 60.120**, **AAM 60.350**, and **AAM 60.360** increasing the mileage allowance for a private vehicle to thirty-two and one-half (32.5) cents per mile. These revised sections were included with the original transmittal.

**Please replace sections AAM 10.010 - AAM 10.120 and section AAM 60.290.** You should keep this memorandum as well as future transmittal memorandums in your manual for reference.

Additional copies of the revised sections may be purchased from Forms Management.

MB/JT

cc: Division of Finance  
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