MEMORANDUM

STATE OF ALASKA
Department of Administration

To:       All Agencies
Date:     December 27, 1999

File Ref:

From:    Robert Poe, Jr.
Phone:   465-2200
Commissioner
Department of Administration

Subject: Administrative Manual

STATE ADMINISTRATIVE MANUAL--TRANSMITTAL NUMBER 25

This transmittal revises the travel and moving sections of the Administrative Manual. The revisions are effective January 1, 2000. The following are highlights of the changes.

• Section AAM 60.010 is revised to remove references to moving expenses since this is now covered specifically in moving section AAM 60.310.

• Section AAM 60.120 is revised to increase the mileage allowance for a private vehicle to thirty-two and one-half (32.5) cents per mile.

• Section AAM 60.190 is amended by substituting “long-term/noncommercial M&IE” for “long-term M&IE” to be consistent with the change in AAM 60.220.

• Section AAM 60.220 is revised to clarify the applicable meal and incidental expense (M&IE) allowance for noncommercial is the same as for long-term. This previously had only been clarified in section AAM 60.190.

• Section AAM 60.310 is revised to emphasize that deviations to policy require Department of Administration Commissioner approval, and also to reflect the state is complying with IRS requirements concerning employer reimbursed/paid expenses for employee relocation.

• Sections AAM 60.350 and AAM 60.360 are revised to increase the mileage allowance for a private vehicle to thirty-two and one-half (32.5) cents per mile.

You should keep this memorandum as well as future transmittal memorandums in your manual for reference.

RKH/JT