

# MEMORANDUM

STATE OF ALASKA

Department of Administration

**To:** All Agencies

**Date:** June 21, 2001

**File Ref:**

**From:** Jim Duncan  
Commissioner  
Department of Administration

**Phone:** 465-2200

**Subject:** Administrative Manual

## STATE ADMINISTRATIVE MANUAL--TRANSMITTAL NUMBER 32

The attached transmittal revises several sections of the Administrative Manual. The revisions are effective July 1, 2001. The following is a brief summary of each of the changes.

- Section **AAM 25.100** is revised to address current policy for tolerance factors for appropriation control, TANAB (tolerance adjusted net available balance).
- Section **AAM 35.130** is revised to reference 2 AAC 15.115, which requires a seller of goods to submit to the state agency a written request for payment of interest.
- Section **AAM 35.175** is revised to add prepaid calling cards as an item that may be paid for in advance of the receipt of the services.
- Section **AAM 45.020** subsection 5.b. is revised to eliminate the requirement to request permission of the Department of Administration before assigning an account to a collection agency.
- Section **AAM 60.020** is revised to emphasize that the state's travel policies apply to nonemployees when traveling on state business.
- Section **AAM 60.050** is revised to clarify the policy governing per diem and travel allowances when an employee has deviated (for personal reasons) from the most direct route of travel while on state business.
- Section **AAM 60.070** is revised to require documentation be attached to the TA that clearly indicates the cost savings that justifies purchasing a discounted airfare (such as one requiring a Saturday night stay).

- Section **AAM 60.090** is revised to increase the mileage allowance rate for the use of a privately-owned aircraft from 88 cents to 96.5 cents per mile (consistent with federal policy).
- Section **AAM 60.120** is revised to increase the mileage allowance rate for the use of a privately-owned boat, snowmobile, motorcycle, etc. from 26 cents to 27.5 cents per mile (consistent with federal policy).
- Section **AAM 60.190** is revised to clarify that an employee is not entitled to any per diem or M&IE if they do not incur meals and lodging expenses because the state or a third party has provided lodging and/or meals to the employee, nor are they entitled to a lodging allowance if staying in their own dwelling (i.e. second residence).
- Section **AAM 60.220** is revised to clarify the entitlement to a M&IE allowance for employees. The same-day travel requirement has been changed to 12 hours (consistent with federal policy).
- Section **AAM 60.350** is revised to emphasize the requirement that employees use the least expensive moving company when transporting their household goods.

In addition to the above noted changes, the majority of the travel section was revised to substitute “traveler” for “employee” where deemed appropriate.

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

JD/JT