To: All Agencies

Date: May 28, 2002

From: Jim Duncan

Phone: 465-2200

Commissioner
Department of Administration

Subject: Administrative Manual

STATE ADMINISTRATIVE MANUAL – TRANSMITTAL NUMBER 35

The attached transmittal revises several sections of the Administrative Manual. The revisions are effective June 1, 2002. The following is a brief summary of each of the changes.

- Section AAM 35.060 is revised to allow persons who approve payments to also prepare disbursement documents.
- Section AAM 40.080 is revised to clarify that money received by a state agency in excess of the amount due must be returned to the payee.
- Section AAM 55.010 through AAM 55.070 is revised to update the State’s capital assets policies.
- Section AAM 60.010 is revised to clarify that the travel policies are to provide approval of travel, not just to set policies on reimbursement of state travel expenses.
- Section AAM 60.220 is revised to correct the return time to read 12:00 PM (noon) rather than 11:00 AM (which would have allowed a traveler to receive the lunch M&IE without being in travel status three hours during the meal period).

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

JD/JT