

MEMORANDUM

STATE OF ALASKA

Department of Administration

To: All Agencies

Date: May 21, 2003

From: Mike Miller
Commissioner
Department of Administration

Phone: 465-2200

Subject: Administrative Manual Revisions, Effective June 1, 2003

STATE ADMINISTRATIVE MANUAL – TRANSMITTAL NUMBER 39

This transmittal revises the sections of the Administrative Manual listed below. The revisions are effective June 1, 2003.

- Section **AAM 35.060** is revised to allow for electronic approval of payments. The revision eliminates the authority to exempt certain payments and clarifies that approval should be by someone with knowledge of the transaction who was not responsible for the purchase. It emphasizes the requirement of reviewing expenditures in cases where such duty segregation is not possible.
- Section **AAM 60.110** is revised to clarify that if a traveler uses a personal vehicle for transportation to or from an airport or ferry terminal when departing on state travel, reimbursement for mileage, parking, and other costs is limited to what the lowest cost airport shuttle, courtesy van, or taxi would have cost.
- Section **AAM 60.120** is revised to reiterate the policy in section AAM 60.110. This section is also revised to clarify that the state will not pay mileage for commuting between an employee's residence and duty station or temporary worksite.
- Section **AAM 60.190** is revised to emphasize that an agency should complete the "Long-term Travel Assignment" form when sending an employee on long-term travel status.
- Section **AAM 60.220** has several revisions: 1) clarify when a short-term M&IE may be appropriate; 2) the table of departure and return times under the "Overnight Lodging" subsection where the last time was changed to 4:59 PM; 3) moved the table covering meal periods up under the "Travel of less than 24 hours but more than 12 hours" subsection; 4) the "Short-term M&IE rates" subsection was changed to emphasize that rates not covered in the table showing the M&IE rates by meal period are to be prorated using 21% for breakfast, 26% for lunch, and 53% for dinner and rounded to the nearest whole dollar.
- Section **AAM 60.240** is revised to clarify that M&IE received within the vicinity of the board member's residence must be reported as taxable compensation in accordance with IRS regulations.

- Section **AAM 60.325** is revised to advise agencies there are two forms available on the Division of Finance website for allocating reimbursements to employees for moving expenses so transactions may be properly processed through the state payroll system.
- Section **AAM 60.350** is revised to emphasize that the weight of vehicles shipped may not exceed 12,000 pounds.
- Section **AAM 60.360** is revised to emphasize that the state reimburses only for one-way transportation for the employee, spouse, and employee's dependents to the new duty station.

In addition to the above revisions to the Alaska Administrative Manual, the "Employee Move Authorization Request" form has been updated and a "Mileage Reimbursement Form" has been created that agencies may use for reimbursing mileage expenses for using a personal vehicle on state business. Both of these forms are available on the Division of Finance website.

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

MM/JT