

MEMORANDUM

STATE OF ALASKA
Department of Administration

To: All Agencies **Date:** October 1, 2003
From: Mike Miller
Commissioner
Department of Administration **File Ref:**
Subject: Administrative Manual **Phone:** 465-2200

STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 40

This transmittal revises AAM 60.220, meals and incidental expense allowances (M&IE), in the travel section of the administrative manual. The federal government revised their per diem rates for the continental United States (CONUS) standard tiers effective October 1, 2003. This change is necessary to update the AAM short-term and long-term M&IE tables to reflect the new federal rates.

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

MM/lp