


MEMORANDUM

STATE OF ALASKA
Department of Administration

To: All Agencies **Date:** December 29, 2003
From: Michael W. Miller
Commissioner 
Department of Administration
Subject: Administrative Manual **Phone:** 465-2200

STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 41

This transmittal letter revises the sections to the Alaska Administrative Manual listed below. The revisions are effective January 1, 2004.

Certification

- AAM 15.050 and AAM 210.030 - Clarifies policy on prohibiting password sharing.

Property, Plant & Equipment

- AAM 55.020 - Clarifies policy on capitalization of software.

Travel/Moving

Related sections are being revised to update the AAM for current policies and to agree with the federal government mileage rates effective January 1, 2004.

- AAM 60.030 - Prior approval for rental cars will no longer be required.
- AAM 60.050 - Revised the example in item #2 to be two hours before flight time to agree to the airline industry standard. Added a section to require the return of rental cars for periods outside of official travel status.
- AAM 60.090 - Revised mileage rate reimbursable for private aircrafts to 99.5 cents to agree with federal rates.
- AAM 60.100 - The rental vehicle section is being revised to require justification for rental cars larger than mid-size. Also clarifies the policy that state insurance coverage extends to activities while on travel status excluding interruptions or deviations.
- AAM 60.120 - Privately owned conveyances section is being revised to reflect the federal mileage rate reimbursement for business miles driven to 37.5 cents per mile for a personal automobile, and 28.5 cents per mile for a boat, snowmobile, motorcycle, etc.
- AAM 60.130 - New section summarizing travel purchase policy.
- AAM 60.150 - Deleted sentence encouraging employees who travel frequently to apply for a CARD. Also added CTAs as a purchase method for other transportation and removed employee's personal credit card. Any additional charges resulting from employee's method of payment become the responsibility of the employee.
- AAM 60.190 - Removed "reimbursement" for lodging to recognize that the state should be directly paying the vendor for lodging.

- AAM 60.200 - New section outlining methods of payment for traveler expenses. It differentiates between state expenses and employee expenses for local tax applicability, and directs employees to limit use of state credit cards to state expenses.
- AAM 60.280 – Added ATM receipt as required documentation on final travel authorization.
- AAM 60.325 - Taxability of moving expense reimbursement section is being revised to reflect the nontaxable federal moving mileage rate change from 12 cents to 14 cents per mile.
- AAM 60.350 - Reimbursable moving expenses section is being revised to reflect the federal mileage rate for a personal vehicle to 37.5 cents per mile.

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

MM/lp