MEMORANDUM

To: All Agencies

From: Ray Matiashowski
Commissioner
Department of Administration

Subject: Administrative Manual

Date: June 28, 2004

Phone: 465-2200

STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 42

The following sections within the Alaska Administrative Manual are being revised with this transmittal letter effective July 1, 2004.

Travel/Moving Section

- AAM 60.150, 60.160 and 60.280 - Deleted State Transportation Requests (STRs) as a recommended method of payment for travel activity.
- AAM 60.325 – Updated the table for the revised moving account code structure.
- AAM 60.350 – Increased the allowable poundage for moving household goods and the premium insurance coverage.
- AAM 60.360 - Corrected mileage rate to agree with the IRS established rate.

Payroll Section

- AAM 230.140 – Stale date language updated.
- AAM 270.150 – Deleted reference to DOA employees assigned to Pioneer Homes.
- AAM 270.160 – Added vehicle commuting log to final pay procedures to allow correct computation.
- AAM 310.090 – Revised to state that leave accruals cannot be reduced by mandatory leave.
- AAM 310.170 – Removed reference to IRS maximum PERS limit.
- AAM 310.190 – Revised sentence to reflect that employee deductions for health insurance are made from gross pay, not net.
- AAM 350.080 – Added a section for fringe benefits to discuss the taxability of employee’s use of a state vehicle for commuting.

Expenditures

- AAM 35.030 – Revised section relating to “original” invoice.
- AAM 35.175 – Revised the advance payment section to include software licenses and maintenance agreements.
- AAM 35.205 – Stale date language updated.
- AAM 35.300 through 35.390 - Replaced purchasing card policy to incorporate the One Card Alaska policy. Renumbered section and revised titles.

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

RM/lp