

# MEMORANDUM

STATE OF ALASKA  
Department of Administration

**To:** All Agencies  
**Date:** April 1, 2005  
**From:** *for* Ray Matiashowski *Brooks*  
Commissioner  
Department of Administration  
**File Ref:**  
**Subject:** Administrative Manual  
**Phone:** 465-2200

## STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 45

The following sections within the Alaska Administrative Manual are being revised with this transmittal letter effective April 4, 2005.

### Expenditures

- AAM 35.150 – Unauthorized expenditures section is rewritten to recognize agency mission and business requirements as criteria. New language specifically precludes certain items, establishes additional approval levels for specific items, and refers to guidelines to be developed by the Division of Personnel on allowable employee recognition and service awards.

### Capital Assets

- AAM 55.070 – The useful lives of specialized equipment and software are modified to identify a range to more realistically reflect the individual asset being depreciated.

### Travel Section

- AAM 60.010 through 60.260 - The travel section is completely rewritten and renumbered. The significant changes are:
  1. incorporates the travel policy work developed over the past several months between agencies and the Division of Finance;
  2. includes state travel office and travel software policies, which will be phased in as agencies start using them; and
  3. update mileage rates for other personal conveyances and pulls these rates out the travel section and refers to separate document that will be maintained on the Division of Finance website.

### Payroll

- AAM 260.010 through 260.060 – The time and attendance section is updated to reflect the current practices and implement standard timesheet elements.

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

RM/lp