MEMORANDUM

To: All Agencies
From: Ray Matiashowski
Date: September 29, 2005
File Ref: 
Commissioner
Department of Administration

Subject: Administrative Manual
Phone: 465-2200

STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 48

The following sections within the Alaska Administrative Manual are being revised with this transmittal letter effective October 1, 2005.

Certification

AAM 15.040 Appointing Authority – This section was revised to specify that the department head may assign their appointing authority function for the purpose of approving certification affidavits to subordinate officers by submitting a form to the Division of Finance.

Travel/Moving

AAM 60.030 State Travel Office – Clarification was added to specifically identify the situations in which itinerary change fees may be waived.

AAM 60.060 Payment Methods for Transportation and Expenses - This section is being revised to state that agencies shall issue corporate credit cards to employees who travel four or more business trips a year.

AAM 60.220 Travel Expenses – Required Receipts and Documentation - This section is revised to clarify that the receipt requirement for ATM cash advances applies only to state issued credit cards.

Mileage Rate Increased – The IRS increased the mileage rate for personal vehicles to $0.485 per mile, plus revised the nontaxable mileage reimbursement rate for moving personal vehicles to $0.22 per mile. These rate changes have been updated in the following forms utilized and referenced in the travel and moving sections of the AAM:

- State of Alaska Privately Owned Vehicle Mileage Reimbursement Rates
- Personal Vehicle Use Reimbursement Log
- Moving Reimbursement Payroll Report
Travel/Moving (continued)

AAM 60.325, 60.350, & 60.360 Moving – These sections are revised to reflect the new mileage rates. The rate of $4.05 for personal use vehicles is being revised to $4.485 per mile, and the nontaxable amount of the moving mileage rate is revised from $.15 to $.22 per mile.

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

RM/ip