

MEMORANDUM

STATE OF ALASKA
Department of Administration

To: All Agencies **Date:** March 29, 2007

From: Annette Kreitzer *[Signature]* **Phone:** 465-2200
for Commissioner
Department of Administration

Subject: Administrative Manual

STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 55

The following sections within the Alaska Administrative Manual are being revised with this transmittal letter effective April 1, 2007.

Budgets

AAM 25.100 – Tolerance Adjustment Net Available Balance (TANAB). As requested by the State Finance Officer’s Association, the TANAB limit was raised from 10% to 25%. Over the past several years, there has been a shift away from general fund to alternative funding sources. This had made it increasingly difficult for departments to live within the 10% tolerance factor.

Travel/Moving

AAM 60.060 – Payment Methods for Transportation and Expenses. Added clarification that the employee may pay for an Alaska Marine Highway System stateroom in advance utilizing their CARD, if a stateroom has been authorized and approved in advance.

AAM 60.210 – Completion of the Travel Authorization. Added language to clarify that each agency will prepare their employees’ travel authorizations and bill other agencies via adjusting journal entries when appropriate. Exceptions to this policy may be agreed to between agencies.

AAM 60.240 – Lodging Types and Rates. Removed the phrase “travel status” to further define that brief interruptions for business or personal reasons do not change the status from long-term. This should include instances where the employee changes travel locations, or goes in and out of travel status for business or personal reasons, including bringing the employee back to their duty station.

AAM 60.250 – Meals and Incidental Expense Allowances. Revised the departure times within the table for prorated meals and incidentals for airlines departures to be before 9:01AM, 2:01PM, and 11:01PM. This accurately reflects the requirement to be in the meal period for three hours.

AAM 60.360 – Reimbursable Travel Expenses for a Move. The specific reference to the meals and incidental expense amounts was removed for the en route per diem total of \$100 per day for the employee, \$50 for the employee's spouse/cohabitant, and \$20 for the employee's other immediate family members. The IRS defines en route lodging as nontaxable, and the en route meals and incidentals as taxable. If a lodging receipt is obtained, this is the amount used to calculate the taxable portion of the daily per diem. If no lodging receipt is received, the meals and incidental rate paid for employees in travel status will be used to determine the taxable portion of the daily per diem allowance.

Enterprise Applications

AAM 90 New section for policies on enterprise applications. Includes first set of policies governing ALDER.

Compensation

AAM 270.280 – Compensation Paid to Members of Boards and Commissions. Changed the policy to allow travel reimbursement to be paid from the accounting system as long as information is entered timely into the payroll system for members that receive compensation.

Payroll

AAM 330.010 – General Collection Policy. Added policy that allows the Division of Finance to authorize forgiveness of overpayments of less than \$50.

AAM 330.020 – Overpayment Collection Plan and Notification. Eliminated language requiring set up of allowance accounts.

AAM 360.390 – Working Reserve – Leave Cash-In and Terminal Leave. Added comp leave to the list of activities that should come out of the department's budget rather than the terminal leave account.

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

AK/lp