

MEMORANDUM

STATE OF ALASKA
Department of Administration

To: All Agencies
Date: December 28, 2007
From: *for* Annette Kreitzer *K Brooks*
Commissioner
Department of Administration
Phone: 465-2200
Subject: Administrative Manual

STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 58

The following sections within the Alaska Administrative Manual are being revised with this transmittal letter effective January 1, 2008.

General Personnel System Information

AAM 100.055 – Establishing Employment Eligibility. This new section explains the use of the federally mandated I-9 form and defines the documentation that the Appointing Authority must use to determine a newly hired employee's eligibility to work in the United States.

Payment Methods

AAM 38.300 – 38.360 One Card Alaska Program. These sections were revised to reflect changes in the One Card program as the State moves to a new provider for this service. A new policy is introduced in AAM 38.300 encouraging the use of the One Card as a payment method whenever practical to improve compliance with AS 37.25.050.

Travel

The mileage reimbursement rate increases to \$.505 per mile from the previous \$.485 per mile, concurrent with the change to the IRS standard mileage rate. The IRS is lowering its standard mileage rate for moving from \$.20 to \$.19, which will increase the taxable portion of the state mileage reimbursement paid for moves.

AAM 60.080 – Interruption or Deviation of Travel for Traveler Convenience. Revised item 9. to clarify state and traveler financial responsibility for airfare when the business event is cancelled.

AAM 60.120 – Rental Cars. Revised the language to clarify insurance direction to travelers as recommended by the Division of Risk Management.

Leave Accounting

AAM 280.280 – Donated Leave Usage. Added references to 2 AAC 08 that specify use of donated leave is limited to situations in which personal and banked sick leave are exhausted, and the regulatory time threshold for the medical disability is not yet met.

Fringe Benefits

AAM 320.100 – Travel Reimbursements. The paragraph describing travel reimbursements for travel less than 12 hours as taxable was revised to travel without an overnight stay. Travelers may still be entitled to an M&IE allowance for travel without being in travel status overnight, but such allowances will now be included as taxable compensation on employee W-2s in accordance with direction received from the Internal Revenue Service.

AAM 320.340 – Cell Phones and Electronic Equipment. New section added for policy on listed property items such as cell phones, PDAs, and portable computers used outside the business premises to comply with IRS requirements. All personal use of electronic listed property items provided by the state is taxable compensation. Employees are responsible to report personal use of these items with their timesheet information. The personal use portion may be either added to the W-2 as taxable compensation or reimbursed by the employee. Note that the IRS requires documentation to substantiate the business use of listed property, otherwise all use is deemed to be personal.

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

AK/kjg