

MEMORANDUM

STATE OF ALASKA
Department of Administration

To: All Agencies
Date: September 29, 2008
From: *for* Annette Kreitzer *KBrooks*
Commissioner
Department of Administration
Phone: 465-2200
Subject: Administrative Manual

STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 60

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

Payment Methods

AAM 38.030 – Emergency Cash Requirements. This section was revised to reflect changes in card maintenance when setting up credit cards for emergency cash advances as the State moved to a new provider for credit card services.

AAM 38.310 – Cardholder’s Responsibility. This section was revised to remove CTS account type limitations. It also clarifies that all suspected inappropriate use will be reported to the agency’s Human Resource Manager for investigation.

AAM 38.325 – One Card Alaska Department Program Administrator and Delegate Responsibilities. This section was revised to add the responsibility to train cardholders and clarify the responsibility to notify the Human Resource Manager for all suspected card misuse.

AAM 38.340 – One Card Alaska Program Controls. Changed language to clarify control used to calculate cash advance limits on cards.

Travel

AAM 60.020 – Travel Definitions. Deleted reference to travel related to contracts under definition of “traveler.”

AAM 60.060 – Payment Methods for Transportation and Expenses. Deleted threshold of four trips a year from requirement for agencies to issue corporate credit cards to travelers. Revised policy on mileage purchases to reflect change in Alaska Airlines mileage program.

AAM 60.200 – Travel Related to Contracts. New section that differentiates account codes and taxability of travel reimbursed under professional service contracts depending on whether the travel is reimbursed under the policies of AAM 60.

Moving

AAM 60.360 – Reimbursable Travel Expenses for a Move. Revised this section from a flat rate per diem to reimburse on a flat rate Meals and Incidental (M&IE) allowance plus actual lodging receipts. The M&IE allowance for a move is defined as \$60 for the employee, \$50 for their spouse, and \$25 for other dependents. Actual lodging receipts are limited to those of the employee unless additional accommodations for family members are approved in advance.

Procurement

AAM 81.025 – Policy Against Human Trafficking. Changed the method of certifying that the offeror is not established/incorporated and headquartered in a Tier 3 country.

ALDER

AAM 91.020 – ALDER Training Requirements. New users to ALDER are now granted View Only access to the reporting system and must complete the new online self-directed ALDER 100 training course within a specified time frame to retain access to ALDER.

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

AK/lp