

MEMORANDUM

STATE OF ALASKA
Department of Administration

To: All Agencies  **Date:** April 6, 2009
From: Annette Kreitzer
Commissioner
Department of Administration **Phone:** 465-2200
Subject: Administrative Manual

STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 62

The following sections within the Alaska Administrative Manual are being revised with this transmittal letter effective April 1, 2009.

Expenditures

AAM 35.020 – Support for Payments and AAM 35.030 – Vendor Invoice Forms. These sections were expanded to accommodate on-line purchases and/or invoices received electronically. With increased technology, on-line purchases are becoming a common practice in daily business functions.

Travel

AAM 60.020 – Travel Definitions. Changed “Agency Travel Coordinator” to “Department Travel Coordinator” and added definition for the State Travel Manager.

AAM 60.030 – State Travel Office. Added policy on refunding unused refundable tickets 60 days after the return date.

AAM 60.050 – Travel Purchase Policies. Added policy that recognizes any refunds for lower fares belong to the State, and requiring travelers to ensure that any e-certificates received on state purchases are given to their department for future state travel.

AAM 60.120 – Rental Cars. Strengthened language requiring travelers to decline all insurance offered by car rental agencies.

AAM 60.140 – Privately Owned Vehicles. Revised policy to allow mileage reimbursement for employees that are required to temporarily report to work at a different location. Mileage incurred for commuting to/from a temporary worksite is reimbursable to the extent that it exceeds the distance from the employee’s residence to the normal work location.

AAM 60.220 – Travel Expenses – Required Receipts and Documentation. Revised to include airline boarding passes for consistency with AAM 38.310.

Compensation

AAM 270.150 - Office Closure and Compensation. Clarified the policy and procedures for state office closure due to inclement weather or uninhabitable facilities.

Leave Accounting

AAM 280.400 – Light Duty Assignments. Deleted due to Family Medical Leave Act revisions. Light duty assignment no longer counts as FMLA due to change of federal regulations.

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

AK/lp