

# MEMORANDUM

STATE OF ALASKA  
Department of Administration

**To:** All Agencies  
**Date:** December 30, 2009  
**From:** Annette Kreitzer *AK*  
*for* Commissioner  
Department of Administration  
**Phone:** 465-2200  
**Subject:** Administrative Manual

## STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 65

The following sections within the Alaska Administrative Manual are being revised with this transmittal memo effective January 1, 2010.

### Payment Methods

**AAM 38.300 – One Card Alaska Program Overview.** Added division directors to list of individuals who can authorize the issuance of One Cards.

### Travel

**AAM 60.020 – Travel Definitions.** Added several definitions relating to new E-Travel service initiated November 9, 2009. Also added definition for Department Travel Administrator, and replaced the Travel Desk definition with a new Travel Planner definition. Deleted definitions for the State Travel Office and State Travel Manager. Also deleted “necessary” as description for incidental expenses under M&IE.

**AAM 60.030 – E-Travel Office (formerly State Travel Office).** Substantially rewritten to correspond with new E-Travel service.

**AAM 60.050 – Travel Purchase Policies.** Updated to reflect new E-Travel definitions and practices. Deleted provisions published in service standards.

**AAM 60.060 – Payment Methods for Transportation and Expenses.** Updated to reflect new E-Travel definitions.

**AAM 60.080 – Interruption or Deviation of Travel for Traveler Convenience.** Revised #8 to reflect requirement for a state-authorized fare quote to obtain reimbursement for personal deviation travel.

**AAM 60.090 – Unused Transportation and Accommodations.** Updated to reflect new E-Travel definitions.

**AAM 60.120 – Rental Cars.** Updated to reflect new E-Travel definitions. Deleted requirement for confirming correct car size with implementation of E-Travel Online.

**AAM 60.160 – Charters and Group Transportation.** Updated to reflect new E-Travel definitions.

**AAM 60.190 – Health and Safety of Travelers.** Removed requirement to notify State Travel Office of changes to travel plans. Added policy that special needs of traveler should be documented in their travel profile.

**AAM 60.210 – Completion of the Travel Authorization.** Updated to reflect new E-Travel definitions.

**AAM 60.250 – Meals and Incidental Expense Allowance.** Deleted “necessary” as a description for incidental expenses in the first paragraph.

### **Mileage**

Effective January 1, 2010, the standard mileage rates approved by the Internal Revenue Service when utilizing personal owned vehicles for business purposes and moving were decreased to \$.50 per mile and \$.165 per mile respectively. Although these rates are not published in the AAM directly, they are published on forms that are linked within the travel and moving sections of the AAM. New forms have been provided with these new rates with an effective date of 1/1/2010.

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

AK/lp