MEMORANDUM

To: All Agencies
From: Annette Kreitzer, Commissioner
Date: September 30, 2010
Phone: 465-2200

Subject: Administrative Manual

STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 68

The following sections within the Alaska Administrative Manual are being revised with this transmittal memo effective September 30, 2010.

Budgets

AAM 25.160 – Fiscal Year Obligations. Changed language to require RSAs to be released as of June 30th, except for balances related to third party obligations of the servicing agency.

Expenditures

AAM 35.010 – Expenditures. Changed “credit cards” to “charge cards” to accurately reflect the nature of the State’s One Card accounts.

Payment Methods

AAM 38 – Payment Methods. Several sections were updated from “credit cards” to “charge cards.”

AAM 38.300 – One Card Alaska Program Overview. Added policy that personal charge cards should not be used for State purchases because they reduce transparency, prevent accurate tax reporting, decrease rebates, and do not allow for tax exemptions.

AAM 38.325 – One Card Alaska Department Program Administrator and Delegate Responsibilities. Added duty segregation requirement for cards issued to department program administrators and their delegates to be set up and maintained by another program administrator within the department.

Revenue

AAM 40.080 – General Refund Policy. Increased the threshold for requiring refunds of revenue overpayments from $5 to $10, unless requested by the payer.
Travel

AAM 60 – Travel. Several sections were updated from “credit cards” to “charge cards.”

AAM 60.050– Travel Purchase Policies. Replaced listing of exceptions to required use of travel contracts with reference to the specific terms of individual contracts in the Contract Award Manual.

AAM 60.210 – Completion of the Travel Authorization. Added requirement that travel reimbursements where traveler chooses non-electronic payment method will be mailed to the traveler’s address.

Leave Accounting

280.060 – Mandatory Leave Usage. Changes the distribution period for the Mandatory Leave Not Taken Report to September through December.

280.210 – Effects of Leave-Without-Pay on Employee Benefits. Clarifies that employees must work on the holiday to be paid for it if on leave-without-pay the full day before or following.

280.260 – Authorization for Donated Leave. Changes the budget charged for donated leave to the recipient’s agency when the leave is used.

Fringe Benefits

320.300 – State Vehicle Usage. Updated the employee compensation for governmental control employees as defined by IRS Publication 15-B to $145,700, which is a requirement to utilize the commuting valuation rule.

Deductions, Contributions, and Employer Costs

360.250 – Tax-Sheltered Annuities. This section is deleted.

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

AK/lp