



Memorandum

To: All Agencies

From: Sheldon Fisher
Commissioner

Date: October 1, 2015

Subject: **STATE ADMINISTRATIVE MANUAL – TRANSMITTAL NUMBER 87**

The following sections within the Alaska Administrative Manual are being revised with this transmittal memo effective October 1, 2015.

Travel

The cross-departmental efficiency initiative resulted in the formation of an Administrative Service Directors (ASD) sub-committee tasked with identifying inefficiencies and inconsistent interpretation of the travel policy. This sub-committee held multiple meetings and drafted changes to the travel policy for items that could quickly be implemented to streamline Travel Expense Report processing. These changes were then presented to the ASD group as a whole and unanimously approved. Further effort on other travel policy topics will be undertaken by the ASD sub-committee and are targeted for the next quarterly update.

AAM 60.050 – Travel Purchase Policies. Update definition from tourist class to lowest ticket class to align with AS 39.20.140.

AAM 60.120 – Rental Cars. Update language regarding rental vehicle as part of pre-approval with flexibility for post travel authorization to meet business needs. Clarification on collision and liability coverage when an agency elects not to use a contracted rental company where available, the agency accepts responsibility to cover damages should it occur.

AAM 60.130 – Airport Shuttle, Courtesy Van, and Taxi Service. Update to allowable reimbursement for mileage and parking during travel status.

AAM 60.220 – Travel Expenses - Required Receipts and Documentation. Increase threshold of required receipts from \$25 to \$50 for a single expense and cumulative total for the travel expense report from \$30 to \$75.

AAM 60.250 – Meals and Incidental Expense Allowances. Allow travelers self-reporting of consumed meals on the travel expense report, which is signed by traveler and authorized approver, to be sufficient to process payment.

Leave Accounting

AAM 280.060 – Mandatory Leave Usage. Clarify language for mandatory leave usage to reflect the existing leave rules.

In addition, the following form was updated to reflect the increased federal per diem rates for out-of-state travel that are effective October 1, 2015:

- Alaska Per Diem Rates <http://doa.alaska.gov/dof/travel/resource/rates.pdf>

Transmittal memorandums are available, along with the entire Alaska Administrative Manual, at <http://doa.alaska.gov/dof/manuals/aam/index.html>.

SF/kh