



## Memorandum

To: All Agencies

From: Sheldon Fisher  
Commissioner

Date: March 31, 2017

Subject: **STATE ADMINISTRATIVE MANUAL – TRANSMITTAL NUMBER 93**

The following section within the Alaska Administrative Manual is being revised with this transmittal memo effective April 1, 2017.

### Travel

**AAM 60.210 – Traveler Reimbursement.** Update section requiring final payment be made to the traveler within 15 business days of the receipt of a properly completed TA.

### Moving

**AAM 60.350 – Reimbursable Moving Expense.** Updated moving company solicitation requirements. 2 AAC 12.400 increased the \$5,000 threshold to \$10,000 and changed the requirement to three verbal quotes. The update also added the requirement for costs over \$50,000 to obtain three written quotes.

SF/kh