



Memorandum

To: All Agencies

From: Leslie Ridle
Commissioner

Date: May 31, 2018

Subject: **STATE ADMINISTRATIVE MANUAL – TRANSMITTAL NUMBER 94**

The following sections within the Alaska Administrative Manual are being revised with this transmittal memo effective June 1, 2018.

Expenditures

AAM 35.120 – Timely Payments, and Penalty and Interest on Late Payments. Updating statute number listed in the last bullet of items not covered under section.

Capital Assets

AAM 55.070 – Capital Assets Useful Life Table. Adding category of “Improvements to Buildings” with a useful life of 15 years to match IRIS.

Moving

AAM 60.360 – Reimbursable Travel Expenses for a Move. Updating section to allow for noncommercial lodging reimbursement.

Travel

AAM 60.070 – Travel Advances. Update section prohibiting travel advances for same day travel and requiring payment to be made from the payroll system.

Procurement

Procurement sections were updated for current procurement practices. Please review all subsections under AAM 81 and AAM 82.

Overpayments

AAM 330. Title of section was updated to include “advances, bonuses, and allowances”

AAM 330-010 – General Collection Policy. Update section to mandate that the recovery period for separating employees shall not extend beyond the employee’s last day. Also adding advances, bonuses, and allowances to the list of items employees should bring to the employer’s attention when known overpayments are made.

AAM 330.020 – Collection Plan and Notification. Updating section to improve the process of collection planning and notification between departments, Labor Relations, and Finance.

LR/kh