Memorandum

To: All Agencies

From: Kelly Tshibaka
Commissioner

Date: October 22, 2019

Subject: STATE ADMINISTRATIVE MANUAL – TRANSMITTAL NUMBER 96

The following sections within the Alaska Administrative Manual are being revised with this transmittal memo effective October 1, 2019.

Travel

AAM 60.020 – Travel Definitions. Updated definitions of M&IE and Per Diem.

AAM 60.030 – E-Travel. Updated hyperlink to Traveler profile instructions document.

AAM 60.060 – Payment Methods for Transportation and Expenses. Updated reference from EDI to EFT. Updated Meals and Incidental Expenses section.

AAM 60.250 – Meals and Incidental Expense Allowances. Updated language to clarify what can be considered an Incidental Expense.

Moving

AAM 60.310 – Introduction to Moving Expenses. Updated language to clarify that all moving expense payments are reportable per IRS regulations.

AAM 60.325 – Taxability of Moving Expense Reimbursements. Updated language to clarify that all moving expense payments are reportable per IRS regulations.

Fringe Benefits

AAM 320.110 – Accounting for Taxable Travel. Corrected business expense balance sheet account used for coding travel expense earnings and deduction transactions.

AAM 320.200 – Moving Reimbursements. Updated language to clarify that all moving expense payments are reportable per IRS regulations.
AAM 320.300 – State Vehicle Usage. Updated maximus employee compensation for which the IRIS commuting valuation rule can be applied per the 2019 IRS Publication 15-B.

Questions or concerns about these updates may be directed to the Division of Finance at (907) 465-2240 or doa.dof@alaska.gov.