



THE STATE
of **ALASKA**
GOVERNOR MICHAEL J. DUNLEAVY

Department of Administration

KELLY TSHIBAKA, COMMISSIONER

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Memorandum

To: All Agencies

From: Kelly Tshibaka
Commissioner

Date: July 15, 2020

Subject: **STATE ADMINISTRATIVE MANUAL – TRANSMITTAL NUMBER 98**

The following sections within the Alaska Administrative Manual are being revised with this transmittal memo effective August 1, 2020.

Travel

AAM 60.040 – Travel Approvals. Updated language to include commissioner approved travel plan to meet the pre-trip approval requirement. Updated language to require agency and department commissioner approval for travel not included in the commissioner approved travel plan.

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