



# Memorandum

To: All Payroll Services Staff  
All Agency Human Resource Consultants

Date: August 24, 2017

From: Kate Sheehan   
Director

Phone: 465-4403

Subject: LTC M&IE Travel Pay Clarification

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There has been some confusion regarding Meals & Incidental Expenses paid to the Labor, Trades, and Crafts (LTC) members who are in travel status.

Article 15.03 states, in part, "When an employee is traveling between work assignments or is temporarily assigned to work a distance of more than fifty (50) road miles away from their regularly assigned work location, the employee is entitled to a meal and incidental expense (M&IE) allowance in accordance with section 60.250 of the Alaska Administrative Manual. In no event will the M&IE rates be less than the following schedule..."

According to section 60.250 of the AAM, employees in travel status shall receive M&IE in accordance with the below long or short-term rates, beginning on the first day of travel.

**Long-Term Rates:** Traveling employees will receive M&IE in accordance with the long-term rate, beginning the first day of travel status, in the following situations:

- When a traveler is in long-term travel status;
- When a traveler is expected to prepare meals; and/or
- When a traveler is in short-term travel status in a location where there are no commercial dining establishments.

**Short-Term Rates:** Traveling employees will receive M&IE in accordance with the short-term rate in the following situations:

- When a traveler is in short-term travel status;
- When a traveler is expected to incur expenses from dining at commercial establishments; and/or
- When a traveler in long-term travel status will incur expenses from dining at commercial establishments because the traveler is required to stay in a lodging facility that does not provide cooking facilities to its guests.