

# MEMORANDUM

## State of Alaska

TO: THE CABINET  
Boards and Commissions  
Governor's Office Staff

DATE: March 1, 1982

FILE NO:

TELEPHONE NO: 465-3500

FROM: Jay S. Hammond  
Governor

SUBJECT: Travel Costs  
(AS 39.20.140)

It has recently come to my attention that some State officials and employees traveling outside Alaska on State business have purchased airline tickets in violation of statutory provisions for travel costs and travel outside the state.

I am particularly concerned about reports which have reached my desk regarding State employees traveling first class on airplane flights. In my opinion, travel outside of Alaska should be kept to an absolute minimum. If such travel is warranted, we have an obligation to the people of Alaska to keep the costs as low as possible. It is my intent that all State employees travel tourist class--whether on in-state or out-of-state travel status--and that agency management personnel should make certain this occurs.

Please alert all officials and employees within your agency that it is my firm policy that AS 39.20.140 be strictly adhered to and that no exceptions to the policy and procedures outlined therein shall be tolerated.

Attachment

**ALR references.** — Officer's rights and duties in respect of mileage incidental to duty of office but which represented no actual expense or outlay by officer, 81 ALR 493.

Allowance for mileage or traveling

expenses to officer as affected by use of his own vehicle for transportation, 112 ALR 172.

Accepting excessive mileage allowance as punishable offense, 134 ALR 1258.

**Sec. 39.20.140. Travel costs and travel outside the state.** (a) The Department of Administration shall not pay an official or employee for per diem or transportation costs unless his travel is clearly necessary to benefit the state.

(b) The Department of Administration may not reimburse an official or employee or pay for more than the lowest tourist class fare for the most direct route unless (1) tourist class accommodation is not available; (2) ~~waiting for tourist class accommodation would be a delay harmful to the state~~ or (3) ~~the Department of Administration finds that travel by tourist class accommodation is not in the best interest of the state, and authorizes other accommodation.~~

(c) When the Department of Administration authorizes more expensive travel under (b) (3) of this section, it shall file a justification for that authorization with the travel voucher. When fares other than tourist class are authorized under (b) of this section, the Department of Administration may not reimburse the official or employee or pay for more than the lowest first class fare available.

(d) Officials and employees are authorized to travel only the least number of days necessary to transact the business involved, to secure return passage, and to return.

(e) Every official and employee shall, unless otherwise authorized by law to travel outside the state, obtain prior ~~approval for travel outside the state from the head of his department or from his immediate supervisor~~, or from the Department of Administration if he is not within a department or is not under the direct supervision of an official or supervisor. If an employee deviates materially from the travel authorized under this section, he must obtain approval for the deviation from the person who approved the travel before the Department of Administration may reimburse him for his travel. (§ 7 ch 60 SLA 1957; am § 1 ch 83 SLA 1962)

**Sec. 39.20.150. Advances and recovery.** (a) An agency may advance, through proper disbursing methods, to a person entitled to per diem or mileage allowance under AS 39.20.110 — 39.20.170 the sums considered advisable considering the character and probable duration of the travel to be performed.

(b) Sums advanced and not used for allowable travel expense are recoverable by setoff against salary due, or otherwise, from the person to whom advanced, or his estate, by deduction from any amount due from the state, or by other legal methods of recovery which may be necessary. (§ 8 ch 60 SLA 1957)