

MEMORANDUM

State of Alaska

Department of Transportation & Public Facilities
Office of the Commissioner

TO: DOT&PF Leadership

DATE: October 6, 2024



FROM: Ryan Anderson, P.E.
Commissioner

PHONE NO: 465-3900

SUBJECT: FY25 Travel Approval Process
Guidelines

This revised FY25 Travel Approval Process Guidelines memo replaces the memo dated June 21, 2024, and adds clarity to travel related to capital projects, personal deviations, and timelines for approvals.

We want to ensure clarity regarding our travel approval process at DOT&PF. Our goal is to make the approval process efficient while ensuring that the Commissioner and Chief of Staff (COS) can easily understand the importance of each travel request. Your cooperation in following these guidelines is greatly appreciated.

General Guidelines:

- Travel plans submitted with the 2025 operating budget are approved.
- If you have any questions, email dot.travelrequest.commish@alaska.gov.
- For travel request submitted for Commissioner approval, please allow 10 working days for review and decision. For accelerated travel approvals, please provide justification for the accelerated need (emergency, etc).

In-State Travel:

- Travel that is included in the Divisions approved travel plan does not require further approval. It has been pre-approved by Division Directors.
- Division Directors can approve travel that is not included in the travel plan as long as it is routine, mission critical, or emergency. This approval cannot be delegated.
- Travel that is not included in the Divisions approved travel plan, and is not routine, mission critical, or emergency, requires approval by the Commissioner and Deputy Commissioner using the Commissioner In/Out of State Travel Request_FY25 memo template.
- Capital travel tied to projects not included in the Divisions approved travel plan: Approval may be delegated at the discretion of Division Directors.

Out-of-State Travel:

- British Columbia and the Yukon Territory are now considered out-of-state travel.
- All out-of-state travel that is in the approved travel plan will still require Commissioner and Deputy Commissioner approval using the attached Commissioner In/Out of State Travel Request_FY25 memo template.
- Out-of-state travel that is not in an approved travel plan, as well as mission critical and emergency travel, requires Commissioner and Deputy Commissioner's approval using the Commissioner In/Out of State Travel Request_FY25 memo template.
- Personal deviations must be approved with the original travel request. Any additional time or expense resulting from an interruption or deviation for Traveler convenience shall be borne solely by the Traveler, reference AAM 60.080.

International Travel:

- All international travel and locations other than British Columbia and Yukon Territory in Canada, regardless if it's on the approved travel plan, require Commissioner, Deputy Commissioner, and COS approval using the attached COS memo template.

Attachments: Commissioner In-State and Out of State Travel Request Form_FY25 and COS Travel Waiver Request FY25

Submission Process:

- For all travel, use the attached In-State memo template and email with approvals to dot.travelrequest.commish@alaska.gov with this subject line: “Travel Request: [Name of Traveler(s)], [Destination], [Date of Travel]”.
- For travel requiring both Commissioner and COS approval, please use the attached memo template. Keep the memos concise (one page and the same font) and ensure they are routed through your Director's office to dot.travelrequest.commish@alaska.gov. The Commissioner’s office will forward them to the COS and return via email to the requestor.