

MEMORANDUM

State of Alaska

Department of Transportation & Public Facilities
Office of the Commissioner

TO: Leadership Team

DATE: September 28, 2026

PHONE NO: 465-3900

FROM: Ryan Anderson, P.E.
Commissioner



SUBJECT: FY27 Travel Guidance and
Approval Requirements

This memo replaces the Travel Approval Process Directive - Administrative Order 358 memo dated May 19, 2025, and establishes DOT&PF's FY27 travel approval and justification requirements.

Administrative Order 358 was rescinded effective September 21, 2026. Governor's Office approval will continue to be required for all international travel. Because DOT&PF is experiencing current-year budget shortfalls, the Department will also continue to apply the internal controls below to ensure travel is necessary, adequately justified, and affordable within available budgets.

Division directors are responsible for managing their respective divisions within their current-year authorized spend plans, including approved travel budgets. Directors must monitor expenditures, commitments, and projected costs; ensure funding is available before approving additional obligations; and restrict or defer spending as necessary to remain within authorized limits. Approval authority may be delegated in writing as provided in this memorandum, but directors remain accountable for budget oversight and compliance with these requirements. Delegated approval authority does not authorize spending beyond the division's authorized spend plan.

General Guidelines

- Travel included in the Department's approved FY27 travel plan may proceed only after the division director confirms that funding remains available, the trip continues to meet an essential purpose, and all required approvals have been obtained.
- All travel, regardless of funding source or whether costs are paid by a third party, must support essential state business. Appropriate justification categories include mandated travel; physical presence required; health, safety, or emergency response; a Governor's priority; an agency core mission; or travel that is not reasonably deferrable or substitutable.
- Divisions must use the most cost-effective option available, including limiting attendance to essential travelers, using remote participation when practical, obtaining early registration rates, and purchasing transportation sufficiently in advance.

Required Justification

- State the specific purpose of the trip using an action-oriented description of what the traveler will accomplish and why physical presence is required.
- Identify the applicable essential-business category and explain the direct benefit to the State, including the operational, regulatory, safety, financial, or program consequence if the travel is not approved.
- Identify the estimated cost and funding source, explain why virtual participation or another lower-cost alternative is insufficient, and limit the request to the minimum number of travelers necessary.

In-State Travel

- Travel included in the division's approved travel plan may be approved through the division's established approval process after confirming available funding and continued business need.
- A Division Director may approve non-project related in-state travel not included in the approved travel plan only when it is routine, mission-critical, or required for an emergency. This authority may be delegated, provided that the delegation is in writing.
- Approval of capital-funded travel directly tied to a project and not included in the approved travel plan may be delegated at the Division Director's discretion, subject to available project funding and applicable project requirements, and the delegation is in writing.

Out-of-State Travel

- For travel approval purposes, British Columbia and the Yukon Territory are treated as out-of-state travel rather than international travel.
- All out-of-state travel by DOT&PF employees requires Commissioner approval using the Commissioner In-State and Out-of-State Travel Request template, whether or not the trip is included in the approved travel plan.

International Travel

- All international travel, including travel to locations in Canada other than British Columbia and the Yukon Territory, requires Commissioner and Governor's Office approval, whether or not the trip is included in the approved travel plan.
- International travel requests must meet the same justification and submission requirements described in this memorandum.

Submission Process

- Requests requiring Commissioner approval must be routed through the Division Director's office to dot.travelrequest.commish@alaska.gov with the subject line: Travel Request: [Traveler Name(s)], [Destination], [Travel Dates]. Use the applicable attached template, keep the request concise, and submit it at least 10 working days before travel whenever possible.
- The Commissioner's Office will forward all approved international travel requests to the Governor's Office and will return the final decision to the requestor. An accelerated request must explain the emergency or other time-sensitive circumstance. Personal deviations must be disclosed and approved with the travel request; any additional time or expense resulting from a deviation for the traveler's convenience is the traveler's responsibility, consistent with AAM 60.080. Questions may be sent to dot.travelrequest.commish@alaska.gov.