



**STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION
AND PUBLIC FACILITIES**

POLICY AND PROCEDURE
NUMBER

01.01.030

PAGE

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Policy and Procedure

EFFECTIVE DATE

April 17, 2014

SUBJECT

Administrative Actions

SUPERSEDES

01.01.030

DATED

December 1, 1992

CHAPTER

**Office of the
Commissioner**

SECTION

Delegation of Authority

APPROVED BY

Signature on File

LEGEND

- F - Final Authority
- R - Final Authority may be Redelegated
- E - Endorsement Required
- C - Consultation, Coordination, and/or Evaluation Required
- * - May not be Performed by Person Temporarily Acting in this Position

NOTE: In case of absence, Final Authority "F" may be delegated

General

- Alaska Statute Revision
- Alaska Administrative Code
- Department Policy Approval

Audits

- Audit Response
- Special Internal Audit

Organization

- Department Organization Chart Revision
- Region/Division Staffing Chart Revision

Travel

- In State
- Out of State
- Actual Costs
- Moving Expense Approval
- Out of Country

	Commissioner	Deputy Commissioners	Chief Contracts Officer	Admin Services Director	State Transportation Manager	Program Development Director	Chief Engineer	MSCVE Director	AIAS Director / AIA/FIA Managers	AMHS General Manager	Regional Directors (includes Chief Internal Auditor)	Footnotes
- Alaska Statute Revision	F*											1
- Alaska Administrative Code	F											
- Department Policy Approval	F											
- Audit Response	C	F		E								
- Special Internal Audit	C	F*		E								
- Department Organization Chart Revision	F			C								
- Region/Division Staffing Chart Revision			F	F	F	F	F	F	F	F	F	
- In State	R	R	F	F	F	F	F	F	F	F	F	
- Out of State	R	F	C	C	C	C	C	C	C	C	C	
- Actual Costs	R	F	F	F	F	F	F	F	F	F	F	2
- Moving Expense Approval	R	F	F	F	F	F	F	F	F	F	F	
- Out of Country	F											3

1. Commissioner approves department positions on AS revisions. Enactment of revision requires legislative action.
2. Lodging expenses exceeding \$300 per day require Department of Administration/Division of Finance approval.
3. Travel outside of the United States requires the commissioner and the governor's office approval. A memo explaining the need must be included with the TA. (Note: Per AAM 60.030, the commissioner has the final approval authority for travel to British Columbia and the Yukon Territory in Canada.)

