**Administrative Manual Broadcast 030**

**7/21/22**

**PLEASE POST**

**Agency Heads**

**Bureau Heads**

**Human Resources Officers**

***Re: Administrative Manual Policy Update***

The following Administrative Manual policies have been updated and are available on the BBMR website, and are linked below.

* [**AM-101-1 Requests for Board of Estimates Approval**](https://bbmr.baltimorecity.gov/sites/default/files/upload/AM-101-1.pdf)
* [**AM-205-2 Part II Overtime-Non-Exempt Employees**](https://bbmr.baltimorecity.gov/sites/default/files/upload/AM%20205-2%20Part%202.pdf)
* [**AM-205-7-1 Severance Pay Policy**](https://bbmr.baltimorecity.gov/sites/default/files/upload/AM%20205-7-1%20Severance%20Pay%20Policy%20%28revised%2012-15-21%29.pdf)
* [**AM-205-8 Substance Abuse Control**](https://bbmr.baltimorecity.gov/sites/default/files/upload/AM%20205-8%20%20Substance%20Abuse%20Policy%20%28revised%2012-15-21%29.pdf)
* [**AM-239-1 Elected Officials’ Business Expenses**](https://bbmr.baltimorecity.gov/sites/default/files/upload/AM%20239-1%20%28rev%2012-07-21%29.pdf)
* [**AM-239-1-1 Elected Officials’ Out-of-Town Travel-Procedure**](https://bbmr.baltimorecity.gov/sites/default/files/upload/AM%20239-1-1%20%28rev%2012-07-21%29.pdf)
* [**AM-240-1 Travel Package Overview**](https://bbmr.baltimorecity.gov/sites/default/files/upload/AM%20240-1%20%28rev%2012-07-21%29.pdf)
* [**AM-240-2 Agency Head Approval**](https://bbmr.baltimorecity.gov/sites/default/files/upload/AM%20240-2%20%28rev%2012-07-21%29.pdf)
* [**AM-240-3 Board of Estimates Approval**](https://bbmr.baltimorecity.gov/sites/default/files/upload/AM%20240-3%20%28rev%2012-07-21%29.pdf)
* [**AM-240-5 Subsistence Allowance**](https://bbmr.baltimorecity.gov/sites/default/files/upload/AM%20240-5%20%28rev%2012-07-21%29.pdf)
* [**AM-240-5-1 Subsistence Rates for High Rate Geographic Areas**](https://bbmr.baltimorecity.gov/sites/default/files/upload/AM%20240-5-1%20%28rev%2012-07-21%29.pdf)
* [**AM-240-6 Advance Funds/Reimbursement**](https://bbmr.baltimorecity.gov/sites/default/files/upload/AM%20240-6%20%28rev%2012-07-21%29.pdf)
* [**AM-240-7 Travel within City Limits**](https://bbmr.baltimorecity.gov/sites/default/files/upload/AM%20240-7%20%28rev%2012-07-21%29.pdf)
* [**AM-240-8 Travel: Transportation Mode**](https://bbmr.baltimorecity.gov/sites/default/files/upload/AM%20240-8%20%28rev%2012-07-21%29.pdf)
* [**AM-240-9 Use: Commercial Transportation**](https://bbmr.baltimorecity.gov/sites/default/files/upload/AM%20240-9%20%28rev%2012-07-21%29.pdf)
* [**AM-240-10 Employee-owned Vehicles (IRS, Revenue Procedure 2006-49)**](https://bbmr.baltimorecity.gov/sites/default/files/upload/AM%20240-10%20%28rev%2012-07-21%29.pdf)
* [**AM-240-11 Employee Expense Report**](https://bbmr.baltimorecity.gov/sites/default/files/upload/AM%20240-11%20%28rev%2012-07-21%29.pdf)
* [**AM-240-12 Executive Search Expenses**](https://bbmr.baltimorecity.gov/sites/default/files/upload/AM%20240-12%20%28rev%2012-07-21%29.pdf)
* [**AM-404-5 Biennial Audits Policy**](https://bbmr.baltimorecity.gov/sites/default/files/upload/AM-404-5.pdf)
* **AM-507-1 Municipal Telephone Service** has been updated and renamed to [**AM-507-1 Department of Telecommunications**](https://bbmr.baltimorecity.gov/sites/default/files/upload/AM-507-1.pdf)

The following Administrative Manual policies have been added and are available on the BBMR website.

* [**AM-239-1-2 Board of Estimates Approval for Third Party Funded Travel**](https://bbmr.baltimorecity.gov/sites/default/files/upload/AM%20239-1-2%20%28rev%2012-07-21%29.pdf)

The following Administrative Manual policies have been removed.

* **AM-205-5-1 Employee Clearance of Terminations**

AM Website for the entire manual:

<http://bbmr.baltimorecity.gov/administrative-manual>

**Bureau of the Budget and Management Research,**

**Department of Finance**