



E-Travel News

October 2013
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Upcoming GetThere Enhancements

With the new E-Travel Online booking tool up and running since early May, users have had time to familiarize themselves with the new functionality. Keeping with our goal of continual improvement in mind, we are gearing up to add a highly requested enhancement: Online Void, Refunds, and Exchanges!



This robust functionality empowers users to handle more transactions online, bringing increased productivity and accuracy to the booking process and

reducing the need to contact an agent for assistance.

The exchange process allows for modification requests to the origin, destination, date and/or time on ticketed reservations. Travel arrangers will be able to view the complete exchange calculation with price differences and penalties.

The cancel trip process allows the user to fully complete the request by offering the option to void or refund eligible tickets without contacting an agent.

Stay tuned for updates to the E-Travel Online User Guide and the release date in October.



Delta Airlines

Delta's recent investments and expanding network shows their commitment to become Seattle's premier international carrier.

Sea-Tac travelers can now enjoy new Delta Sky Club, Sky Priority services, new gate area power recharging stations, and expanded ticket counters.

In addition to upgraded facilities, Delta has been working to connect the West Coast to global markets. The top five Asian markets include service from Seattle to Seoul, Hong Kong, Shanghai, Beijing, and Tokyo. Delta has just announced that in Spring 2014, nonstop service from Seattle to London-Heathrow Airport will begin.

The State of Alaska has negotiated fares with Delta. These fares are displayed in E-Travel Online with a Company Negotiated Rate icon.

 **Company Negotiated Rate**

The purple star icon indicates the state airfare offered provides a discount over the public airfare and is reported as a contract savings to your department.



This Delta contract is especially important when traveling internationally or to destinations outside of Alaska Airlines markets.

Inside this issue:

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Alaska Airlines has announced the 2013 Permanent Fund Dividend Fare Sale.

Visit www.AlaskaAir.com for more details.



E-Travel Online Training

Contact your [Department Travel Coordinators](#) to sign up.

October 10, 9:30 a.m.

October 24, 9:30 a.m.

October 30, 1:30 p.m.

See E-Travel Online User Home Page for more training opportunities by USTravel.

New Car Rental FAQs

Rental car contracts do not allow vehicles to be rented for personal business. When other individuals who are not on state-paid business ride in the vehicle, it is considered to be for "personal use".

State contracted vendors, [Budget](#) (Anchorage, Juneau, and Fairbanks), [Hertz, National, and Enterprise](#) (nationwide) may deny the rental if it appears to be for personal travel or non-state passenger(s) are present. As a result, there has been a policy change to accommodate the need for personal use while on state authorized business. Travelers are required to pay for the rental vehicle with a personal form of payment, and then seek reimbursement for the business cost. This policy was reviewed by the Director of the Division of Finance and Risk Management.

The following FAQ's will be posted to the travel website under the [Rental Cars FAQs](#).

- **When the state pays for a rental car for business purpose, can non-employees ride in the vehicle?**

No. It is a personal choice to be accompanied on business travel and to use the vehicle for personal use. Travelers are required to pay for the rental vehicle with a personal form of payment, and then seek reimbursement for the business cost. ([AAM 60.120](#) Rental Cars, [AAM 60.080](#) Deviation of Travel)

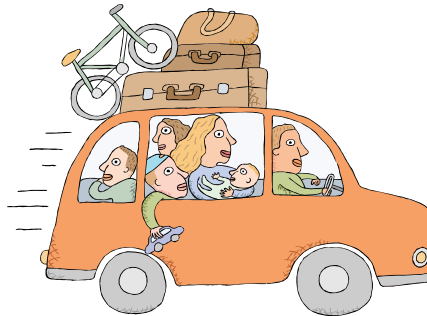
A rental car is considered a "state vehicle" ([FAQ Vehicles #2](#)) and is bound by the same policy when used for state authorized business and when purchased with a state form of payment.

- **If I have to pay for a rental car while on state authorized business due to personal use, what is required to seek reimbursement for the business portion of the rental?**

Special Point of Interest: Check your Invoice

Employees traveling on government business and paying with a government issued form of payment are exempt from paying sales tax and bed tax in Petersburg.

A State Minimum Business itinerary and receipts are required. The state will reimburse the rental cost of the State Minimum Business itinerary or the actual receipts of the rental contract (daily rate), whichever is less.



- **Will the state reimburse for other incurred costs, other than the daily rate, when the rental includes personal use?**

No. Since the rental included personal use, the state will not reimburse for gas, insurance, fees, late returns, upgraded vehicles, or other miscellaneous charges that may be incurred.

- **How is the State Minimum Business itinerary rate determined for a rental car reimbursement?**

Reimbursement is determined by the contract rate for the approved vehicle size in the city where the vehicle is rented. (The standard approved car size is **Intermediate**, unless otherwise approved.)

- **When there is no contract rate in the city where the vehicle is rented, how is reimbursement determined?**

Reimbursement is calculated by the number of business days times the actual DAILY rate, not to include upgraded vehicles.

- **If I rent from a non-contract vendor in a city where a contract vendor rate applies how is reimbursement determined?**

The state will reimburse the vendor contract rate (including applicable city surcharge) or actual receipts for the rental contract, whichever is less. The renter's agency shall also be responsible for all damages to the rental vehicle that would have normally been covered under the vendor contract.

Travel E-Qs



There will be a random quarterly drawing in December for a prize from the answers submitted by October 16, 2013 to: doa.dof.e-travel@alaska.gov.

1. New enhancements to GetThere will bring what services to the tool?
2. What does the purple star in E-Travel Online indicate?
3. What is needed in order to be reimbursed for a car rental when it is paid by the state?
4. Does the car rental policy apply when there is no contract rate in the city?

Contest prize winnings are considered non-cash compensation and will be included as W2 earnings.



Travel E-Qs
Quarterly Winner
Starbucks gift card
Victor Leamer
DOA - Juneau

We're on the Web!
<http://statetravel.alaska.gov>

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