



# E-Travel News

December 2013  
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## Stay Healthy Onboard

If you travel often, you may have experienced the excessive coughing, cramped, and anxious feeling people have on board. Here are a few tips for staying healthy at 40,000 feet.



### Pack small snacks with big nutritional value

Instant Oatmeal is high in fiber and protein; just ask the flight attendant for hot water.

Raw vegetables, like carrots and jicama sticks with hummus, are low in calories, bursting with vitamins, and the crunchiness helps with popping ears.

A bagel and cream cheese is high in fiber and carbohydrates to keep you feeling full for a long time. In addition, carbohydrates stimulate serotonin production, which can help lessen anxiety and promote sleep.

Clementine oranges are protected by the peel, instantly refreshing, and packed with Vitamin C, which provides a nice boost to the immune system

at a time when you need it most. Put a few in a sandwich bag with a wet paper towel and you have a place to put the peels and wipe your hands.

### Keep fluid by squeezing in an in-flight workout

Improve circulation by rotating your wrists and ankles in a circular motion, reverse direction, and repeat. Stretch your spine by reaching both arms forward, left wrist under right and twist until your hands are touching at the palms. Slide both arms up towards the ceiling, hold, and repeat. Strengthen your core by sitting up tall and lifting a foot three to six inches off the floor, hold for as long as you can, and repeat. Pack resistance bands to work biceps and triceps.

### Avoid germs onboard

Wipe down the tray table and armrests and open your air vent. Keep personal belongings out of the seat pocket. Avoid touching surfaces in the bathroom. Carry hand sanitizer and chapstick.

### Dress smart

Try support or compression socks to promote blood circulation and help prevent swelling of feet and legs. Dress in layers and wear breathable fabrics like cotton, silk, or linen.

*Most importantly, get sleep and stay hydrated!*

## Inside this issue:

- Stay Healthy Onboard
- Alaska Airlines Advisories
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### Special Point of Interest:

Effective December 1, the final itinerary and booking fee for hotel and/or car only reservations will be processed at the time the reservation is made. Previously, the final was not sent until approximately 5 days prior to check-in. There is no fee to modify, cancel, or add air to the final unless an agent is asked for assistance.

**He  
who  
would  
travel  
happily  
must  
travel  
light.**



~Antoine de Saint-Exupery

### Final Reminder from Payroll:

All reportable moving, mileage, and per diem reimbursements paid to employees in 2013 must be submitted to Payroll departments to ensure correct W-2 reporting. The deadline for making 2013 payments in AKSAS is 12/13/2013 and must be submitted to Payroll by 12/18/2013. Employee reimbursements needed after 12/13/2013 and before 1/1/2014 must be made through the Payroll department. For more information, contact Kelly Baines, Payroll Manager, by [email](#) or 465-5625.

## Alaska Airlines Advisories

Several newsworthy changes at Alaska Airlines have occurred. For more detail, visit the links below:

[Change fees increase to \\$125](#)

[Baggage fees increase to \\$25](#)

[Check-in and boarding times change to 40 minutes](#)

[Electronic devices are allowed gate-to-gate](#)



### E-Travel Online Training

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

Dec 05, 1:30 p.m. - 4:00 p.m.

Dec 19, 9:30 a.m. - 12:00 p.m.

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

## Hotel Reminders

This time of year, hotels around the state are competing for travelers' business. Offering lower than contract rates is a great way to entice new guests to a property.

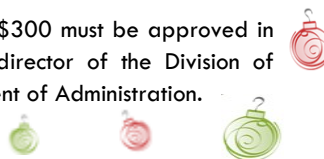
The state does not have a mandatory use hotel program, so booking the best hotel at the lowest qualifying rate is encouraged. But avoid pre-paid, non-refundable rates.

Keep in mind, State Preferred hotels may have additional amenities that could save on services such as shuttle, parking, or meals. There may also be additional protection and services

available for travelers that experience problems during their stay. The [Preferred Hotel Program](#), posted on the travel website, is a great resource to quickly locate a property and view value added services offered to state employees.

Always review "Rate Rules" in the booking tool. The rate displayed by the room type is an average per night. Hotels may offer multi-level rates during a stay and are noted: "Rate may change during stay". Select [More rate details](#) for a breakdown of the cost per night.

Room nights over \$300 must be approved in advance by the director of the Division of Finance, Department of Administration.



## Winter Weather

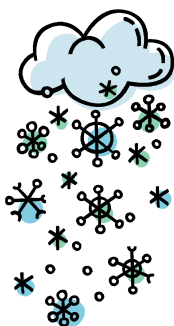
As the snow begins to fly and planes are left grounded, winter travelers should be prepared for delays and cancellations.

When a flight is cancelled, the carrier will re-accommodate ticketed passengers on the next available flight. In most cases, the carrier will not charge for the change unless the traveler does not accept the airline's proposed itinerary.

When USTravel is contacted and asked to re-accommodate, they work directly with the carrier on behalf of the traveler. The travel agency is bound to carrier

rules and restrictions and they are paid for their service.

Travelers are encouraged to contact USTravel to make all state-related changes. It is, however, within state policy for the traveler to work directly with the carrier in an emergency. Check with your [Travel Coordinator](#) for department specific guidelines.



USTravel is available 7 days a week, from 7:00 a.m. to 7:00 p.m., with an after-hours service for emergencies. Traveler [Contact Cards](#) and USTravel [Service and Standards](#) can be found on the travel website.

## Innovation at Security Checkpoints

If your travel plans route you through Dallas/Fort Worth (DFW) International Airport, check out "The Next Level Experience" in Terminal E, checkpoint E18.

It started with coffee stands and mini-malls; now airports are teaming up with the hotels and Transportation Security Administration (TSA) to create a more relaxed screening process. This new concept has airports excited about providing a more positive traveler experience in their airports.

The pilot program is underway at the DFW airport and they have partnered with Springhill Suites by Marriott. Together, they have created

a stylish checkpoint featuring soothing lighting, relaxed music, and a comfortable seating area to gather belongings after the screening process. TSA wait times are displayed on large monitors and audio messages play the friendly TSA reminders. Even more exciting is the model of a new self-service security kiosk designed by [Qylur!](#)

So, if you are not able to speed through with TSA Pre✓™, there may be hope for innovation at your most traveled-through airport. More information regarding this pilot program can be found at [tnooz.com](#).



## Travel E-Qs

There will be a random quarterly drawing in January for a prize from the answers submitted by December 20, 2013 to: [doa.dof.e-travel@alaska.gov](mailto:doa.dof.e-travel@alaska.gov).



1. What is your favorite snack to pack?
2. What change is being made to the hotel/car only process?
3. How do you know if a hotel has more than one rate per night?
4. Who handles re-accommodating travelers when a flight has been cancelled?
5. Why would changes to security checkpoints need to be made?

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



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