

## Inside this issue:

**Trip Template Functionality**

**Understanding Trip Templates**

**Travel Pocket Guide**

**In the News**

**FY 2014 Savings Analysis**

*The world is full of magical things patiently waiting for our wits to grow sharper.*

*~Bertrand Russell*



*August 6  
National Root Beer Float Day*

*August 23  
National Hug Your Boss Day*

### E-Travel Online Training

August 7, 9:30 a.m.  
August 19, 1:30 p.m.  
August 21, 9:30 a.m.

To sign up, contact your [Department Travel Coordinators](#) or register in E-Travel Online.

## Trip Template Functionality

Have you ever spent hours searching for the perfect itinerary only to find out the traveler has already done research and has requested different flights?

Or maybe you are a traveler that likes to research your flight options, but does not have authority to purchase.

In either case, E-Travel Online has a trip template functionality that travel planners and travelers should be using.

This functionality provides efficient and accurate communication between planner and traveler and ensures trip components are within state policy.

Any employee with a travel profile in E-Travel Online can update personal profile information, view past or present trips, check for unused tickets, research travel options, and share templates with their planner or others in the state.

When a template is shared, the planner receives an email notification.

Once approved, the planner can access the template, select the authorized travel dates, seats, and room type then proceed to purchase. If a segment of the requested trip is no longer available, the system will prompt with alternate options.

### Trip Template Tip:

If the [Save as Template](#) button does not appear on the Trip Review & Checkout Page, there is an issue with one or more segments of the itinerary. Remove the segment(s) in error and the [Save as Template](#) button will reappear.

## Understanding Trip Templates

There are some misconceptions with regards to how trip templates function.

The most common is that the user is "saving research" or "holding a reservation".

A trip template is only an example of a desired travel itinerary.

- The fare is not stored.
- The seats are not held.
- The room type is not saved.
- The policy exceptions are not documented.

When a template is used to purchase, the system will display live availability and inventory. If a segment of the template trip is no longer available, the system will prompt with alternate options.

Here are some important things to know about trip templates and how they can be used effectively.

- Templates can be modified on a trip by trip basis.
- Any component (flight, hotel,

or car segments) can be added or removed during the purchase process.

- Share templates with any employee statewide. This is a great option when multiple departments need to coordinate travel arrangements.
- Create a template for travelers with recurring trips on specific flights. Many people ask for a "shop by flight" option. This is even better because it can include favorite hotel and car vendors.
- Customize templates for booking refundable travel.
- Create a template for booking groups of travelers. This is similar to the duplicate trip function, but can be used at any time.

Templates can be deleted.

- Templates can be used in conjunction with special requests including unused tickets and rural travel.
- Templates can be used for multiple travelers with similar travel needs and all components can be modified based on the individual business need of the traveler.
- Templates save time.

## Travel E-Qs

There will be a prize drawing held in October for answers submitted to [doa.dof.e-travel@alaska.gov](mailto:doa.dof.e-travel@alaska.gov) by August 20.

1. Who can use the trip template functionality in E-Travel Online?
2. Does a trip template save the fare or hold the trip?
3. How can trip templates be used to save time?
4. How can the Travel Pocket Guide be beneficial to travelers?
5. What was your department's calculated net benefit for FY 2014?



## E-Travel Office

### E-Travel Management

Danielle Meier  
State Travel Manager  
(907) 465-6534

Carmen Phelps  
Accountant IV  
(907) 465-2447

Email: [doa.dof.e-travel@alaska.gov](mailto:doa.dof.e-travel@alaska.gov)  
Web: <http://statetravel.alaska.gov>

### USTRavel

**E-Travel Online Help Desk**  
(907) 500-4290 / 877-500-4290  
Email: [e-travelhelp@ustravel.com](mailto:e-travelhelp@ustravel.com)

**Reservation Call Center**  
(907) 500-4292 / 866-762-8728  
FAX: (907) 500-4210  
Email: [e-travelaprvl@ustravel.com](mailto:e-travelaprvl@ustravel.com)

**Research**  
Email: [soaresearch@ustravel.com](mailto:soaresearch@ustravel.com)

## Travel Pocket Guide

All state funded travelers should be provided a copy of the [Travel Pocket Guide](#) that is posted on the [Travel webpage](#) under Additional Resources.

The guide is a great resource for travel policies and will benefit travelers by providing aware-

ness to some of the travel policies and the responsibilities of a state funded traveler.

Travelers should also know who to contact in the event of an emergency.

USTRavel has agents available

7 days a week from 7:00 a.m. to 7:00 p.m. (7/7/7) toll free at 1-866-500-4290.

Travelers in travel status may contact USTRavel's after-hours service for emergency assistance toll free at 1-866-762-8728.

## In the News

Aiming to improve onboard storage and make flying easier for customers, Alaska Airlines will be the first carrier to have Boeing's innovative Space Bins onboard.

The larger overhead bins have a similar look and feel to the Boeing Sky Interior pivot bins yet hold more bags.

The new Space Bins will hold approximately 174 standard carry-on bags, which is a 48 percent increase in storage.

The bins are deeper and lower and will allow customers to load bags with less struggle.

Boeing believes that the new storage will cut boarding times, improve on-time performance, and require less

intervention from flight attendants so they have more time to engage with customers.

Will Boeing's "Space Bin" end the carry-on crisis?



## FY 2014 Savings Analysis

The FY 2014 [E-Travel Cost Savings Analysis](#) is posted on the travel website.

The report summarizes air contract savings and managed savings and includes the calculated net benefit for using E-Travel.

The calculated net benefit

equals the contract savings plus managed savings, less the fees.

The report contains tabs for each department with the same detail.

The statewide calculated net benefit for FY 2014 was \$2,662,877; this figure is 10%

of the statewide total air spend.

Savings information is sent to Department Travel Coordinators on a monthly basis. The report is posted quarterly.

This information is important to the state as it shows the value of the E-Travel program.

