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Tuesday, September 23

The First Day of Autumn  
(Autumnal Equinox)



### E-Travel Online Training

September 11, 9:30 a.m.  
September 25, 1:30 p.m.

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

## UTravel Changes its Name

UTravel is pleased to announce that effective November 1, 2014, the company will complete its name change to match its acquiring firm, Corporate Travel Management (CTM).

The same people you know and trust to handle your travel are still behind the wheel. The quality service you have come to rely on will only get better as

UTravel expands its global network as CTM.

### New Hotel Partnership

As a result of its acquisition by Corporate Travel Management, UTravel announces a new partnership with Hickory Global Partners to support its hotel program.

This new partnership is consistent with the negotiated

rates, amenities, and service UTravel clients are receiving today.

The Hickory Global Partnership does not replace the State Preferred Hotel or WSCA contracts.

If you have questions about any of the changes, please contact [Tony Fuerte](#).



## Reminder for Meeting Planners

Fall marks a busy time of year for Meeting Planners. It takes a lot of time, energy, and resources to plan an event of any size.

Visions holds the state's [Conference Coordination Services](#) contract. They have in-depth experience with planning statewide conferences. From

small training sessions to large conferences, the Vision's team can take the hard work out of planning a successful event.

To learn more about the services and get started with a quote, complete the [Conference Project Form](#) and a Visions representative will be in touch.

**NOTE:** Visions will also be changing its name in November to match its acquiring firm, Event Travel Management.

If you have questions, please contact [Tina Day](#).



## WSCA Car Rental Reminder

The WSCA Nationwide Vehicle Rental agreement is located on the General Service website under [Contract Award Manual](#).

The agreement offers competitive pricing with additional coverage and services that are not

offered on published rates.

Included in the agreement are; unlimited mileage, one-way rental, \$1 million liability, full Loss Damage Waiver protection, roadside assistance, and direct billing with Hertz, National, and Enterprise.

Non-contract rates are occasionally available, but do not include the services and coverage.

The WSCA contract can be used nationwide as well as in Juneau, Anchorage, and Fairbanks.

## 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 September 20.

1. Are the WSCA rental rates available in Alaska?
2. Why is it beneficial to book the contract car rate when there are lower rates available?
3. What Internet browser are you using?
4. Will the hotel confirmation code on a final itinerary always match the hotel's reservation system?
5. What should a traveler present when checking into a hotel?

*\*\*Increase E-Travel knowledge statewide by referring a colleague to E-Travel News and E-Qs\*\**



## E-Travel Office

### E-Travel Management

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### USTRavel

**E-Travel Online Help Desk**  
(907) 500-4290 / 866-500-4290  
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)

## E-Travel Online Browser Alert

On Thursday, September 11, GetThere will discontinue support for the Internet Explorer 7 (IE7).

Most of the state uses newer versions of Internet Explorer or other browsers, but areas may be affected.

IE7 users will be able to book in E-Travel Online; however, no further enhancements or bug fixes will be published for that browser version.

**TSA will no longer randomly select travelers to participate in the expedited screening process. The TSA Pre✓™ lines will be available only for participants that have completed the security background checks and paid the fee.**

To check your browser version:

1. Open Internet Explorer.
2. If the Menu bar is not visible at the top of your browser window, press the Alt key to display it.
3. From the menu click **Help** and select **About Internet Explorer**.
4. This opens a separate window called About Internet Explorer that lists the version and product information.

If IE7 is noted, you may consider contacting your department IT to request an upgrade.

*Much of education today is monumentally ineffective. All too often we are giving young people cut flowers when we should be teaching them to grow their own plants.*

*~ John W. Gardner*



## Hotel Reminders

The hotel confirmation code on travel itineraries most often will not match the confirmation code in the property's reservation system.

The confirmation code on the itinerary is generated by the Global Distribution System (GDS). When a property receives the confirmation from the GDS, the reservation information is entered into the property's system and an in-

ternal confirmation code, also known as a folio number, is created.

To avoid confusion when checking in, travelers should give their last name and present identification.

If the hotel implies that there is no reservation, the traveler should call USTRavel immediately at 1-866-762-8728.

Travelers should also be pre-

pared to present a personal credit card for incidentals, as it is common for hotels to place a monetary hold on the card.

Upon check-out the traveler should review charges on the folio to be sure taxes are not charged (for instate lodging) and that no personal expenses such as meals, phone calls, or entertainment are applied to the state charge card.