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Reminder from Payroll:

All reportable moving, mileage, and per diem reimbursements paid to employees in 2014 must be submitted timely to Payroll sections to ensure correct W-2 reporting. The deadline for making 2014 payments in AKSAS is 12/12/2014 and must be submitted to Payroll by 12/16/2014.

Employee reimbursements needed after 12/12/2014 and before 1/1/2015 must be made through the Payroll sections.

For more information, contact Kelly Baines, State Payroll Manager, by [email](#) or phone at 907-465-5625.

PEACE

Winter Travel Packing—Part 2

Planning and packing for winter travel (especially over the holidays) can be exhausting. However, being prepared can make all the difference.

Pack as if you were choosing your only day off all year. Then prepare yourself to take that full day off, complete with favorite clothes, favorite books and movies, a nap, good snacks, all of it. With today's technology, this could be your most relaxing day all year.

- Trick out your tablet with a new movie or digital book prior to flight.

- Load the free FlightStats app for up-to-the-minute weather and air delay information at airports across the U.S.
- Reconfirm your flight, hotel, and car several days before you leave.
- Start getting your body on clock, especially if you are traveling a long distance.
- Pack for the security line by putting liquids and medications in a convenient pocket.
- Pack hand sanitizer and handy wipes, and stow away some healthy snacks, such

as oranges, nuts, protein bars, and electrolyte tablets to stay fueled onboard.

- Do not wrap gifts. Shop ahead online and have gifts sent to your destination or consider gift bags.
- Do not over pack even checked luggage; over-stuffed bags that must be opened for a security check are much harder to repack.

Now that your bags are packed, sit back, relax, and enjoy the flight.

JOY



E-Travel Online Training

December 4, 9:30 a.m.
December 18, 9:30 a.m.

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

Delta Expands Service in Alaska

Delta recently announced that starting May 15, they will continue to serve Southeast Alaska by adding more seasonal service from Seattle to Alaska's First City, Ketchikan, and the beautiful city of Sitka.

This would make Delta the only carrier to offer non-stop service to Sitka.

The new service to Southeast is in addition to the seasonal flights to Juneau, Fairbanks,

and Anchorage.

Tickets are available for purchase through E-Travel and the State contract discount will be applied to qualifying fares.

Travel E-Qs

There will be a prize drawing held in January for responses submitted to doa.dof.e-travel@alaska.gov, by December 19.

1. What is your best winter packing tip?
2. When will Delta's new service begin?
3. Would you or have you tried ridesharing?
4. Does the traveler keep compensation if their itinerary is involuntarily changed?
5. What section of the AAM 60 covers voluntary changes?



Ridesharing

Ridesharing is similar to carpooling but uses technology to connect drivers and riders.

Like carpooling, ridesharing is promoted as a way to lower transportation costs and reduce the number of empty seats in a vehicle. However, the drivers are commercial operators that are working purely for the benefit of the rider.

The concept of ridesharing has been around since the 1990s, but with today's devices, the

process to share rides has become instantaneous and more convenient than trying to hail a cab during rush hour or wait for a scheduled bus.

Ridesharing is simple once you are a registered driver or rider.

Social networks are used to establish trust and accountability between drivers and riders. The use of Smartphone and GPS navigation connect the two parties and off they go, for less than the cost of a taxi.

Because of the lack of regulation and enforcement of municipal laws, ridesharing has become controversial in many cities, especially among taxi companies and public transit.

It will be interesting to see how things play out between transportation network companies, taxi companies, and other representative bodies. In the end, we may see major changes to the car-for-hire industry.

Beginning January 1, the Alaska Airlines Mileage Plan will be enhanced. Travelers purchasing more flexible fares will receive an increased bonus per mile. In addition, they are adding a few economy fares to the bonus tier. There will also be a new bonus tier for MVP Gold 75K members and new rules for earning miles with Delta Airlines. Visit Alaska Airlines for more information.

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AAM 60 Reminder - Involuntary and Voluntary Changes

Tis the season for winter weather delays and flight cancellations. State funded travelers should be aware of the policy regarding compensation for involuntary and voluntary flight interruptions.

Please make sure that travelers are presented with a copy of the [Pocket Guide to Travel Regulations](#) and a link to [AAM 60](#).

In the event that a traveler is issued compensation for an involuntary flight interruption, the compensation must be submitted with the travel authorization or travel documents. The

traveler should not apply the compensation to their personal mileage account. This is covered in the [AAM 60.100](#).

Our contracted agency, Corporate Travel Management (CTM), is able to apply the compensation to future reservations if it has not been personalized to an account.

If the compensation is personalized to an account, the funds are only available for purchase via that account. CTM is not able to access personal mileage accounts and therefore not able to assist in the transaction.

In addition to involuntary changes, some travelers take the opportunity to make voluntary changes to a business trip for personal reasons. [AAM 60.080](#) covers the state policy concerning deviation of state funded travel. Travelers should be aware of policy in advance of making changes as it will affect their reimbursement.

Please contact the [ETMT](#) for specific questions relating to involuntary and voluntary changes.

Have a Blessed Holiday Season ~ From Your E-Travel Management Team

