

**In This Issue:**

- AAM 60 Updates
- Industry News
- E-Travel Information

## AAM 60 Updates

Effective October 1, 2015, the following sections of [AAM 60](#) were revised.

**AAM 60.050 – Travel Purchase Policies.** The definition from tourist class to lowest ticket class has been changed to align with AS 39.20.140.

**AAM 60.120 – Rental Cars.**

1. The pre-approval language regarding rental vehicles has been updated to allow flexibility for post-travel authorization to meet business needs.
2. Clarification was given on collision and liability coverage. When an agency elects not to use a contracted rental company where available, the agency accepts responsibility to cover damages should it occur.

**AAM 60.130 – Airport Shuttle, Courtesy Van, and Taxi Service.** Updated the allowable reimbursement for

mileage and parking incurred during travel status.

**AAM 60.220 – Travel Expenses-required Receipts and Documentation.** The threshold for required receipts was increased from \$25 to \$50 for a single expense. The cumulative total for the travel expense report was increased from \$30 to \$75.

**AAM 60.250 – Meals and Incidental Expense Allowance.** Allow traveler to self-report consumed meals on the travel expense report, (which is signed by traveler and authorized approver) to be sufficient to process payment.

It is important that travelers and travel planners are aware of travel policy and are informed when there are changes.



Several [FAQs](#) and the [Travel Pocket Guide](#) have been updated to align with the AAM.

The links to the AAM, the FAQs, and other helpful documents can be found on the [DOF-Travel website](#). Any questions can be directed to the E-Travel Management Team at [doa.dof.e-travel@alaska.gov](mailto:doa.dof.e-travel@alaska.gov).

The Federal government updated the CONUS M&IE rates effective October 1, 2015, see details in the next article *Industry News*.

<i>“The airline did not have the travelers mileage number upon check in.”</i>	
Possible Causes	Solution
1. During the process of exchanging the ticket, the system removed the mileage number to temporarily disable the Alaska Airlines auto-upgrade robot.	If a “FINAL.CHG” itinerary is missing the mileage number, contact CTM to have it entered back in the reservation prior to check-in. Call 907-500-4292, toll free 1-866-762-8728 or email <a href="mailto:e-travelprvl@travelctm.com">e-travelprvl@travelctm.com</a>
2. The mileage number is either missing from the traveler profile or not in the correct profile field.	Verify there is a <b>valid</b> mileage number entered on the <i>Frequent Traveler</i> page in the traveler profile. Remove the mileage number if it is entered on <i>Personal Information</i> page of the profile.



## Industry News

### Baggage Agreements, Ferry Policy Change, and Per Diem Rate Changes

#### Baggage Agreements

Effective for tickets purchased after September 15, 2015, Delta and American Airlines (including US Airways) will no longer have an interline ticketing and baggage agreement.

#### **What does this mean to the traveler?**

If an itinerary includes these carriers and luggage must be checked, the traveler will have to collect bags and check in with the next carrier.

In the event of irregular operations, the carriers will no longer rebook their own customers on other airlines.

If at all possible, it is recommended that itineraries do not contain the combination of Delta with American or US Airways. This will ensure the traveler has a smooth connection.

#### AMHS Reservation Policy

Effective for reservations made after October 1, 2015, payment for reservations on the Alaska Marine Highway is due at the time of confirmation.

E-Travel agents will no longer be able to provide a PRELIM itinerary for ferry reservations. Price quotes can be provided; however, no space is held and the rate will not be guaranteed. If space is limited the quoted itinerary may not be available by the time approval is received.

#### New GSA Per Diem Rates

New GSA per diem rates for the lower 48 Continental United States (CONUS) are effective October 1, 2015.

The State per diem table posted on the travel website contains the new breakdown for breakfast, lunch, dinner, and M&IE. Bargaining Unit information has also been updated.

Location-specific per diem information can be found on the GSA website.

SeaPort Airlines, Inc. announced it has sold Wings of Alaska assets to Fjord Flying Service. As a result, Wings of Alaska (SeaPort) will end its own operations in Southeast Alaska, after the last scheduled flight lands in Juneau on **Friday, October 16, 2015**. Tickets for travel after that date will be refunded. Tickets purchased with Fjord Flying Service must be booked by a CTM agent to ensure the carrier has met licensing requirements.

## E-Travel Information

In preparation for booking travel in 2016, please note that the following agreements are being negotiated.

- The Alaska Airfare agreement expires at the end of 2015. Division of General Services is working on a new agreement.
- The State of Alaska Preferred Hotel rates are effective until December 31, 2015. CTM is working on a new proposal.

In order to take advantage of future contract rates, it is recommended to hold off booking reservations for travel beyond February 2016. The ETMT will announcement when agreements have been signed.

#### E-Travel Online Training Enrollment And Quarterly Survey

Search Function: Nov 12 - 10:30  
Trip Changes: Nov 24 - 1:30

Please take a few minutes to let us know how we are doing.  
E-Travel Program - [Quarterly Survey](#)

Congratulations to the winner of the Starbucks gift card!



#### *Test your E-Travel Knowledge!*

Send your response to the [ETMT](#) by **Oct 30** and your name will be entered into the quarterly drawing.

1. List four of the updates to AAM 60 effective October 1, 2015.
2. What can cause a mileage number to drop out of an airline reservation?
3. How does the baggage agreement with Delta affect travelers?
4. Are fares and space guaranteed when booking a preliminary itinerary on Alaska Marine Highway?
5. Do you have the updated links to the State per diem table which was updated October 1, 2015.

E-Travel Newsletters will be published quarterly starting January 2016

#### E-Travel Management

Danielle Meier  
State Travel Manager  
907-465-6534

Carmen Phelps  
Accountant IV  
907-465-2447

doa.dof.e-travel@alaska.gov  
<http://statetravel.alaska.gov>

#### Corporate Travel Management

Online Help Desk  
877-500-4290 / 907-500-4290  
e-travelhelp@travelctm.com

Reservation Call Center  
866-762-8728 / 907-500-4292  
e-travelaprvl@travelctm.com