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OTPAY Workflow in IRIS HRM

OTPAY (One Time Payment) documents created by a Department Fiscal Tech or Approver with a non-allowed event code (not for travel or moving) OR documents submitted with an Event code in the following list will workflow to the DOA-DOF OTPAY worklist for review.

371	TAXABLE TRVL & LDG / MOVE
372	TAXABLE TRVL & LDG / PREMOVE
373	TAXABLE MEALS / PREMOVE
374	TAXABLE TEMP QTRS / MOVE
375	TAXABLE MEALS IN TEMP QTRS
376	TAXABLE OTHER MOVING
379	TAXABLE MEALS / MOVE
381	NONTAXABLE TRVL & LDG / MOVE
390	HOUSEHOLD GOODS-COMMERCIAL MOV

AAM 60.210

Effective April 1, 2017, AAM 60.210 Traveler Reimbursements will be updated.

The number of days for final payment to be made has been changed from ten days to **fifteen days**, to allow for the appropriate time for taxable and reportable reimburse-

ments to be processed via HRM.

AAM 60.210

If the Traveler is due an additional amount, final payment shall be made within fifteen business days of the receipt of a properly completed Travel Authorization expense

report. However, if the final amount to be reimbursed is \$.49 or less, no reimbursement will be processed. If the final amount to be reimbursed is \$.50 or more, the amount to be paid will be rounded up to \$1.00.

The full policy can be viewed [here](#).

Federal Per Diem Changes - March 1, 2017

Effective March 1, 2017 the federal per diem was updated by the Department of Defense.

The per diem rate in a number of Alaska communities increased above the SOA standard rate of \$60/day, which means there is no longer a difference between the federal per diem rate and the SOA rate.

As a result, the reimbursement is no longer taxable to the traveler, which means fewer OTPAY documents.

Taxable Travel Allowance Payroll Report will be updated on the Travel webpage. The update will include changes to the Alaska Taxable M&IE tab (see below).

The locations that have been removed from the Taxable Travel Report are: Adak, Delta Junction, Elfin Cove, Ft. Greely, and Umiat.

LOCATION	Meals No Gov't	Incidental Rate	Effective Date	Max Federal	Taxable
				M&IE	M&IE
<u>DEADHORSE</u>	41	10	3/1/2016	51	9
<u>FOOTLOOSE</u>	15	3	6/1/2002	18	42
<u>GAMBELL</u>	41	10	3/1/2016	51	9
<u>KAVIK CAMP</u>	41	10	3/1/2016	51	9
<u>NUIQSUT</u>	41	10	3/1/2016	51	9
<u>POINT LAY</u>	41	10	3/1/2016	51	9
<u>POINT LAY LRRS</u>	41	10	3/1/2016	51	9
<u>PORT ALEXANDER</u> 02/01 - 08/31	41	10	3/1/2016	51	9
<u>PORT ALEXANDER</u> 09/01 - 01/31	41	10	3/1/2016	51	9
<u>PRUDHOE BAY</u>	41	10	3/1/2016	51	9
<u>SLANA</u> 05/01 - 09/30	44	11	2/1/2005	55	5
<u>SLANA</u> 10/01 - 04/30	44	11	2/1/2005	55	5
<u>ST. GEORGE</u>	41	10	3/1/2016	51	9



E-Travel Online Redesign and Mobile Functionality

GetThere, which powers E-Travel Online, redesigned the site to a responsive HTML5 design, which means it offers the same functionality and seamless experience from desktop to any mobile device, including tablets.

The redesign allows travel arrangers to book travel from their traveler profile list using a mobile device such as a smartphone or tablet.

In conjunction with the new mobile functionality, there are three visual changes that affect the end users:

- The flight option display has changed to a flight line. Once selected, the expanded view opens with the flight details.
- Company preferred checkmarks and labeling

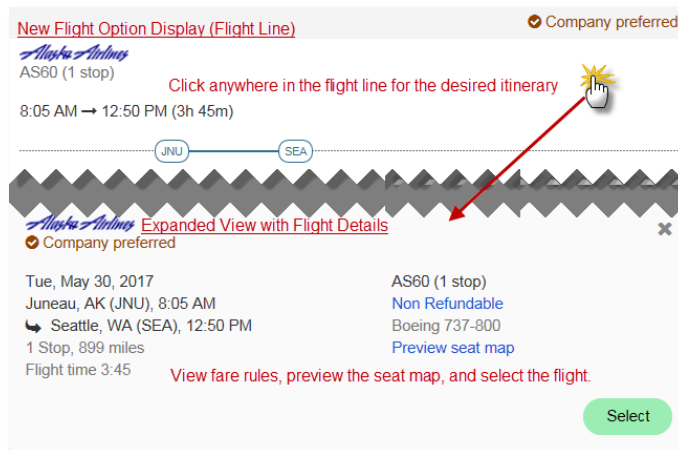
appear with the vendor instead of the star rating.

- Alaska Airline compliance has changed from a dropdown menu to radio buttons.

These enhancements were released in early March. Other system changes and enhancements are being tested and will be announced soon.

A quick reference guide for the mobile application has been created and the Online User Guide has been updated. These documents are posted on the E-Travel webpage under the [Traveler/Travel Planner](#) tab.

We encourage user feedback to be submitted in the [E-Travel Satisfaction survey](#) or to doa.dof.e-travel@alaska.gov.



E-Travel Information

REMINDER:

Travel arrangers making car reservations via E-Travel Online are still required to submit payment authorization to car vendors when the traveler does not have a One Card. Budget in Juneau, Fairbanks, and Anchorage still allow the use of the State's CTS authorization form. All other vendors have company specific authorization requirements.

Direct Bill memberships can be set up at the CTS level. Please contact your Department Travel Coordinator for assistance. The setup for direct billing may take 3-4 weeks.

NOTICE:

CTM is in the process of refreshing all of the self-paced video modules. We will let you know when they are completed.

E-Travel Online Training Enrollment

- Basic Training: Apr 11 - 9:30
- Rural Travel: Apr 27 - 1:30
- Basic Training: May 09 - 9:30
- Rural Travel: May 25 - 1:30

- Login to [LearnAlaska](#)
- Enter *etravel* in the search box.
- Select desired training course
- Select desired training date
- Select **Enroll**

To access the WebEx and phone bridge on training day, login to LearnAlaska within 15 minutes of the start of the session.

Please take a few minutes to let us know how we are doing
E-Travel Program Quarterly Survey



E-Travel Management

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<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-travelaprvi@travelctm.com

Book travel	Agency tools	Useful travel links
Manage trips	Book for guest	RURAL ONLINE REQUEST
Templates	Book for traveler	PREFERRED HOTEL SPREADSHEET
Unused tickets	Policy Administration	BUDGET RENTAL CTS AUTHORIZATION FORM
Profile	Profile Administration	
More tools	Site Administration	
	Traveler's records	

Click More tools in E-Travel online and then select the Budget CTS form.