



Creating a State-Authorized Fare Quote

The steps included in this document should be used for creating an official State-authorized fare quote. The fare quote must be used to request authorization for deviated travel and must be obtained before personal travel is booked or at the time the travel is approved, whichever is later. Additionally, the quote must be included in the final travel packet. The fare quote can also be used to request authorization for regular travel that was not included in your department's Commissioner approved Annual Travel Plan.

Review the [AAM 60.080 for Deviation Policy](#)

Any interruption or deviation from the most direct and efficient means of travel for Traveler convenience requires prior approval at the agency level. Travelers should be aware that personal deviations may have financial consequences if policy is not followed.

Effective for travel booked on/after January 1, 2021, if the State-authorized fare quote is not included in the packet, the Traveler shall be reimbursed a maximum of \$200 for a round-trip or multi-destination itinerary, or \$100 for a one-way itinerary. This quote must be obtained via E-Travel Online or with a Corporate Travel Management (CTM) travel agent to ensure contract discounts have been applied. The quote must be obtained at the time the trip is approved and prior to or at the same time of deviated ticket purchase.

Review [AAM 60.080 Interruption or Deviation of Travel for Traveler Convenience](#) entirely before purchasing deviated travel

There are two options for obtaining a State-authorized fare quote:

- 1) A State-authorized fare quote can be requested directly with a CTM agent. The State-authorized fare quote will be emailed, and the full agent fee will be charged and deducted from the employee's reimbursement. This service may not be available outside regular business hours.
 - CTM Contact Information: 1-866-762-8728.
- 2) A State-authorized fare quote can be created in E-Travel Online as instructed below and will not incur an agent fee.

Log Into E-Travel Online

Log into [E-Travel Online](#) from the **Quick Link** on the [DOF Travel webpage](#). Employees that do not have a travel profile will need to contact their division Travel Planner for help in obtaining State-authorized fare quote.

Enter Your State-Authorized Travel Information

Enter the State-authorized destination, dates, and times under the **Book Travel** section. For more complex itineraries, the Multi-destination or Search by Time functions might be helpful.

If a hotel or car is needed for business purposes, check the boxes on the top. Enter the city for the hotel and select *Search*.

- TIP: Check out the short *Training Video* tutorials posted on the E-Travel Online Home page. You may also contact CTM help desk (866-762-8728). There is no charge for CTM to help walk you through issues, they will not book the travel. This service may not be available outside regular business hours.

Select the State-Authorized Itinerary

Once you have entered flight information on the home page, the **Select a flight** page will display flight options based on the information entered on previous page. Using the filters or sorting features on the left side of the page will assist you to find the flight. You can also use the *Edit search* feature. Your chosen flight must comply with Alaska Statute [39.20.140\(b\)](#) and follow the [AAM 60.050](#). Select the lowest fare class with the most direct route for the minimum number of days necessary to conduct business of the state.

Once the State-authorized itinerary has been chosen, click *Select*.

- Skip seat selections for fare quotes.
- Select the preferred hotel (if applicable).
- Select the preferred car vendor (if applicable). **TIP:** Scroll down to use the **Express booking** option to automatically return the lowest car contract rate available for the travelers preferred car size and move directly to the purchase page.

Save the State-Authorized Fare Quote

The **Trip review and check out page** will reflect the State-authorized Itinerary and the Fare Quote.

SAVE this information as instructed in the **Announcements** box at the top of the page in E-Travel Online. Do NOT select "Purchase Trip" or a fee will be incurred, and the itinerary will need to be cancelled.

After saving the quote, you can use the **Save as template** function in E-Travel Online. Booking from a template is very helpful when purchasing regular travel as well as travel with extended dates (reference Book and Pay for Deviated Travel) because the feature allows the user to select any dates and will re-price the itinerary without having to start from the beginning. This will speed up the booking process once travel is approved as it can be shared between Travelers and Planners.

Submit your Travel Request for Approval

Once you have obtained your State-authorized fare quote, you must follow your department's internal approval process. The State-authorized fare quote you obtained should be included in your request for authorization as well as your request to deviate. The State-authorized fare quote is **required** for reimbursement of deviated travel, you must keep the quote and include with your final trip packet once travel has been completed.

Book and Pay for Deviated Travel

Travelers must book their deviated travel on their own time using a personal form of payment and not using E-Travel.

Exception: If the personal deviation is an extended stay at some point in the State-authorized routing, departments may opt to pay for the combined trip (State-authorized portion including the personal extension) **if** the additional cost of the personal portion can be recovered from the traveler's reimbursement after travel is complete.

If the traveler does not adhere to the policies and the amount cannot be recovered from the traveler's reimbursement, then the amount will be deducted from the traveler's following paycheck.

A State-authorized fare quote must be obtained as a basis for determining the reimbursement amount. If a State-authorized fare quote is not obtained the traveler will owe any additional amounts exceeding the \$200 round-trip/multi-destination or \$100 one-way allowance.

Reference: [FAQ Personal Travel Deviations](#)