

Component: E-Travel

Contribution to Department's Mission

The E-Travel Management Team provides travel services for the executive branch of State government.

Results

(Additional performance information is available on the web at <http://omb.alaska.gov/results.>)

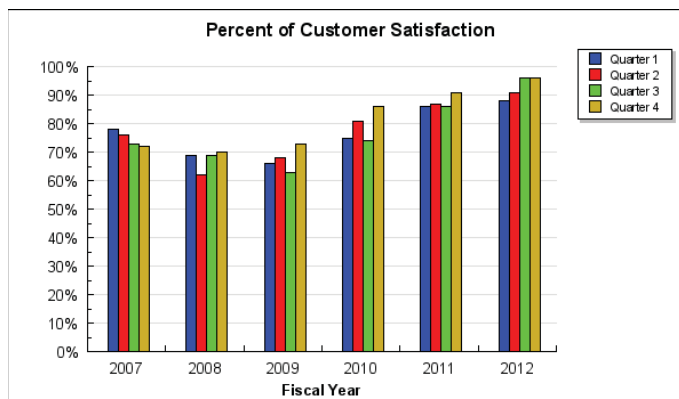
Core Services

- Administer E-Travel program serving travelers within the executive branch including Medicaid beneficiaries.
- Manage relationships with providers of travel services to ensure the state is receiving the greatest possible value for its travel expenditures.
- Report information about state travel purchases to all interested parties.

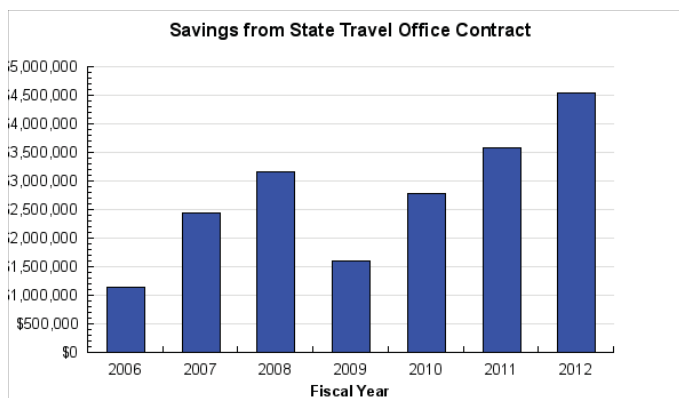
Measures by Core Service

(Additional performance information is available on the web at <http://omb.alaska.gov/results.>)

1. Administer E-Travel program serving travelers within the executive branch including Medicaid beneficiaries.
2. Manage relationships with providers of travel services to ensure the state is receiving the greatest possible value for its travel expenditures.



3. Report information about state travel purchases to all interested parties.



Major Component Accomplishments in 2012

- Medicaid beneficiary travel savings of \$2,503,652 and Executive branch employee travel savings of \$1,843,515.
- Revised service fee from a variable quarterly rate to a fixed annual rate, while maintaining performance measures, which allows agencies to accurately predict and calculate costs of using the E-Travel Office.
- Unused tickets are visible in the booking tool, and carefully managed to assure timely reissues and refunds, which resulted in an additional FY2012 savings of \$130,093.
- Mt. Edgecumbe High School (MEHS) was brought under E-Travel in July 2011. Alaska Airlines provides MEHS a group rate contract which contributed to a savings of \$69,925.
- Upon request the E-Travel Office will attempt to obtain voids and refunds from vendors for non-refundable tickets or services. Voids and waiver favors is a new item on the E-Travel Savings report, contributing \$63,248 in savings, since it is only effective with a managed travel program.
- Beginning January 2012, Budget and Western States Contract Alliance (WSCA) car rental contract savings are included on the E-Travel Savings report, which contributed a savings of \$56,928 in fiscal quarters 3 and 4.

Key Component Challenges

Managed Travel - Consistent and efficient management of travel expenditures is the objective and purpose of managed travel administered by the Department of Administration. This includes reporting to manage and/or correct program compliance:

- Travel coordinators using the quarterly non-compliance report to identify trends and individuals that are not in compliance and bringing this analysis to those with authority to effect behavior change.
- Adhering to market share contract requirements in order to maintain contract discounts for all Alaska Airlines travel.
- Administrative staff time spent reconciling to the minimum business itinerary to determine payment responsibility for personal deviation beyond the business destination.

Significant Changes in Results to be Delivered in FY2014

No significant changes in results to be delivered in FY2014.

Statutory and Regulatory Authority

AS 36.30.005 Centralization of Procurement Authority
AS 39.20.110-190 Travel Regulations.

Contact Information

Contact: Scot Arehart, Division Director, Finance
Phone: (907) 465-3435
Fax: (907) 465-2169
E-mail: scot.arehart@alaska.gov

E-Travel Component Financial Summary

All dollars shown in thousands

	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	199.3	321.0	321.0
72000 Travel	1.6	5.0	5.0
73000 Services	2,565.3	2,607.1	2,607.1
74000 Commodities	22.6	25.0	25.0
75000 Capital Outlay	0.0	0.0	0.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	2,788.8	2,958.1	2,958.1
Funding Sources:			
1004 General Fund Receipts	30.6	31.0	31.0
1007 Interagency Receipts	2,758.2	2,927.1	2,927.1
Funding Totals	2,788.8	2,958.1	2,958.1

Estimated Revenue Collections

Description	Master Revenue Account	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
<u>Unrestricted Revenues</u>				
None.		0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0
<u>Restricted Revenues</u>				
Interagency Receipts	51015	2,758.2	2,927.1	2,927.1
Restricted Total		2,758.2	2,927.1	2,927.1
Total Estimated Revenues		2,758.2	2,927.1	2,927.1

**Summary of Component Budget Changes
From FY2013 Management Plan to FY2014 Governor**

All dollars shown in thousands

	<u>Unrestricted Gen (UGF)</u>	<u>Designated Gen (DGF)</u>	<u>Other Funds</u>	<u>Federal Funds</u>	<u>Total Funds</u>
FY2013 Management Plan	31.0	0.0	2,927.1	0.0	2,958.1
FY2014 Governor	31.0	0.0	2,927.1	0.0	2,958.1

**E-Travel
Personal Services Information**

Authorized Positions			Personal Services Costs	
	FY2013 Management Plan	FY2014 Governor		
Full-time	3	3	Annual Salaries	208,693
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	120,956
			<i>Less 2.62% Vacancy Factor</i>	(8,649)
			Lump Sum Premium Pay	0
Totals	3	3	Total Personal Services	321,000

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant IV	0	0	1	0	1
State Travel Manager	0	0	1	0	1
State Travel Office Assistant	0	0	1	0	1
Totals	0	0	3	0	3

Component Detail All Funds
Department of Administration

Component: E-Travel (AR11727) (2966)

RDU: Centralized Administrative Services (13)

	FY2012 Actuals	FY2013 Conference Committee	FY2013 Authorized	FY2013 Management Plan	FY2014 Governor	FY2013 Management Plan vs FY2014 Governor	
71000 Personal Services	199.3	321.0	321.0	321.0	321.0	0.0	0.0%
72000 Travel	1.6	5.0	5.0	5.0	5.0	0.0	0.0%
73000 Services	2,565.3	2,607.1	2,607.1	2,607.1	2,607.1	0.0	0.0%
74000 Commodities	22.6	25.0	25.0	25.0	25.0	0.0	0.0%
75000 Capital Outlay	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
77000 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
78000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Totals	2,788.8	2,958.1	2,958.1	2,958.1	2,958.1	0.0	0.0%
Fund Sources:							
1004 Gen Fund (UGF)	30.6	31.0	31.0	31.0	31.0	0.0	0.0%
1007 I/A Rcpts (Other)	2,758.2	2,927.1	2,927.1	2,927.1	2,927.1	0.0	0.0%
Unrestricted General (UGF)	30.6	31.0	31.0	31.0	31.0	0.0	0.0%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	2,758.2	2,927.1	2,927.1	2,927.1	2,927.1	0.0	0.0%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	3	3	3	3	3	0	0.0%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	0	0	0	0	0	0	0.0%

Change Record Detail - Multiple Scenarios With Descriptions
Department of Administration

Component: E-Travel (2966)
RDU: Centralized Administrative Services (13)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2013 Conference Committee To FY2013 Authorized *****												
FY2013 Conference Committee												
1004 Gen Fund	ConfCom	2,958.1	321.0	5.0	2,607.1	25.0	0.0	0.0	0.0	3	0	0
1007 I/A Rcpts		31.0										
		2,927.1										
	Subtotal	2,958.1	321.0	5.0	2,607.1	25.0	0.0	0.0	0.0	3	0	0
***** Changes From FY2013 Authorized To FY2013 Management Plan *****												
	Subtotal	2,958.1	321.0	5.0	2,607.1	25.0	0.0	0.0	0.0	3	0	0
***** Changes From FY2013 Management Plan To FY2014 Governor *****												
	Totals	2,958.1	321.0	5.0	2,607.1	25.0	0.0	0.0	0.0	3	0	0

Personal Services Expenditure Detail
Department of Administration

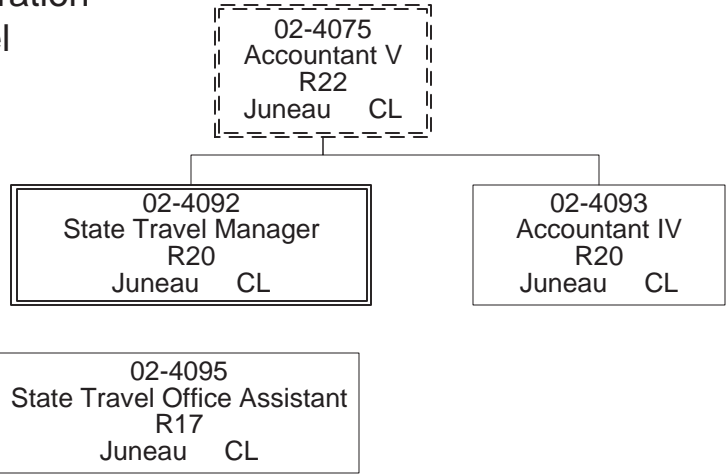
Scenario: FY2014 Governor (10289)
Component: E-Travel (2966)
RDU: Centralized Administrative Services (13)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Months	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	GF Amount
02-4092	State Travel Manager	FT	A	SS	Juneau	205	20C / D	12.0		75,017	0	0	42,848	117,865	8,192
02-4093	Accountant IV	FT	A	GP	Juneau	205	20K / L	12.0		89,076	0	0	48,366	137,442	0
02-4095	State Travel Office Assistant	FT	A	GP	Juneau	205	17A	10.0		44,600	0	0	29,742	74,342	0
Total														Total Salary Costs:	208,693
Positions														Total COLA:	0
Full Time Positions:														Total Premium Pay::	0
Part Time Positions:														Total Benefits:	120,956
Non Permanent Positions:															
Positions in Component:														Total Pre-Vacancy:	329,649
														Minus Vacancy Adjustment of 2.62%:	(8,649)
														Total Post-Vacancy:	321,000
														Plus Lump Sum Premium Pay:	0
														Personal Services Line 100:	321,000
Total Component Months:		34.0													

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	8,192	7,977	2.48%
1007 Interagency Receipts	321,457	313,023	97.52%
Total PCN Funding:	329,649	321,000	100.00%

Note: If a position is split, an asterisk (*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (**) will appear in this column.
[No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

Department of Administration
Division of E-Travel



Line Item Detail
Department of Administration
Travel

Component: E-Travel (2966)
RDU: Centralized Administrative Services (13)

Line Number	Line Name		FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
72000	Travel		1.6	5.0	5.0
Expenditure Account	Servicing Agency	Explanation	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
72000 Travel Detail Totals			1.6	5.0	5.0
72110	Employee Travel (Instate)	Employee instate travel	0.0	1.0	1.0
72410	Employee Travel (Out of state)	Employee out of state travel	1.6	4.0	4.0

Line Item Detail
Department of Administration
Services

Component: E-Travel (2966)
RDU: Centralized Administrative Services (13)

Line Number	Line Name			FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
73000	Services			2,565.3	2,607.1	2,607.1
Expenditure Account	Servicing Agency	Explanation		FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
73000 Services Detail Totals				2,565.3	2,607.1	2,607.1
73025	Education Services	Training and conference fees		0.0	1.8	1.8
73150	Information Technlgy	Information technology		0.5	2.0	2.0
73156	Telecommunication	Telecommunications		0.0	10.0	10.0
73225	Delivery Services	Courier and freight charges		0.0	1.0	1.0
73450	Advertising & Promos	Advertising and promotional publications		0.1	0.3	0.3
73525	Utilities	Destruction of confidential materials		0.0	1.0	1.0
73650	Struc/Infstruct/Land	Repair and maintenance costs		0.0	1.0	1.0
73675	Equipment/Machinery	Repair and maintenance of office equipment		0.0	6.6	6.6
73750	Other Services (Non IA Svcs)	Other service costs		2,512.2	2,431.9	2,443.9
73805	IT-Non-Telecommunication	Enterprise Technology Services	Enterprise Productivity Rate (EPR) - Computer Services	1.6	3.2	2.2
73806	IT-Telecommunication	Enterprise Technology Services	Enterprise Productivity Rate (EPR) - Telecommunications and telephone line costs	7.0	15.0	3.5
73809	Mail	Central Mail	Costs for central mail room services	3.7	0.7	0.7
73811	Building Leases	Leases	State Facility Rent	0.0	64.0	64.0
73814	Insurance	Risk Management	Services provided by Risk Management	0.1	0.1	0.1
73815	Financial	Finance	Chargeback costs from the Division of Finance	0.9	0.3	0.9
73819	Commission Sales (IA Svcs)	E-Travel	US Travel service fees	0.0	0.1	0.1
73979	Mgmt/Consulting (IA Svcs)	Admin	Commissioners Office, Administrative Services and Information Technology (IT) desktop chargeback for services	39.2	68.1	68.0

Line Item Detail
Department of Administration
Commodities

Component: E-Travel (2966)
RDU: Centralized Administrative Services (13)

Line Number	Line Name		FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
74000	Commodities		22.6	25.0	25.0
Expenditure Account	Servicing Agency	Explanation	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
74000 Commodities Detail Totals			22.6	25.0	25.0
74200	Business	Business and office supplies	22.6	25.0	25.0

Restricted Revenue Detail
Department of Administration

Component: E-Travel (2966)
RDU: Centralized Administrative Services (13)

Master Account	Revenue Description				FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
51015	Interagency Receipts				2,758.2	2,927.1	2,927.1
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
59015	Office Of The Governr Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	1.6	3.5	3.5
59020	Administration Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	13.9	34.0	34.0
59026	State Travel Office Receipts Interagency receipts for travel management services throughout the state executive branch		2400270	11100	2,666.2	2,744.8	2,744.8
59030	Law Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	1.7	3.5	3.5
59040	Revenue Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	1.7	4.0	4.0
59050	Education Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	3.8	5.0	5.0
59060	Health & Social Svcs Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	19.5	36.0	36.0
59070	Labor Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	3.8	8.5	8.5
59080	Commrc & Economc Dev Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	2.0	4.5	4.5
59090	Military & Vet Affrs Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	2.4	5.0	5.0

Restricted Revenue Detail
Department of Administration

Component: E-Travel (2966)
RDU: Centralized Administrative Services (13)

Master Account	Revenue Description				FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
51015	Interagency Receipts				2,758.2	2,927.1	2,927.1
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
59100	Natural Resources Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	5.4	11.8	11.8
59110	Fish & Game Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	7.3	14.0	14.0
59120	Public Safety Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	9.0	17.5	17.5
59180	Environmental Consvn Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	4.0	8.0	8.0
59200	Corrections Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	8.9	14.5	14.5
59250	Dotpf Op, Tpb,& Othr Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	7.0	12.5	12.5

Inter-Agency Services
Department of Administration

Component: E-Travel (2966)
RDU: Centralized Administrative Services (13)

Expenditure Account		Service Description	Service Type	Servicing Agency	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
73805	IT-Non-Telecommunication	Enterprise Productivity Rate (EPR) - Computer Services	Intra-dept	Enterprise Technology Services	1.6	3.2	2.2
73805 IT-Non-Telecommunication subtotal:					1.6	3.2	2.2
73806	IT-Telecommunication	Enterprise Productivity Rate (EPR) - Telecommunications and telephone line costs	Intra-dept	Enterprise Technology Services	7.0	15.0	3.5
73806 IT-Telecommunication subtotal:					7.0	15.0	3.5
73809	Mail	Costs for central mail room services	Intra-dept	Central Mail	3.7	0.7	0.7
73809 Mail subtotal:					3.7	0.7	0.7
73811	Building Leases	State Facility Rent	Intra-dept	Leases	0.0	64.0	64.0
73811 Building Leases subtotal:					0.0	64.0	64.0
73814	Insurance	Services provided by Risk Management	Intra-dept	Risk Management	0.1	0.1	0.1
73814 Insurance subtotal:					0.1	0.1	0.1
73815	Financial	Chargeback costs from the Division of Finance	Intra-dept	Finance	0.9	0.3	0.9
73815 Financial subtotal:					0.9	0.3	0.9
73819	Commission Sales (IA Svcs)	US Travel service fees	Intra-dept	E-Travel	0.0	0.1	0.1
73819 Commission Sales (IA Svcs) subtotal:					0.0	0.1	0.1
73979	Mgmt/Consulting (IA Svcs)	Commissioners Office, Administrative Services and Information Technology (IT) desktop chargeback for services	Intra-dept	Admin	39.2	68.1	68.0
73979 Mgmt/Consulting (IA Svcs) subtotal:					39.2	68.1	68.0
E-Travel total:					52.5	151.5	139.5
Grand Total:					52.5	151.5	139.5