



Inside This Issue

Nationwide Rental Car Contracts

Travel EQs

Airline News

Alaska Airlines' Awards

Tips & Tricks



Special Note of Interest

Reservations that are cancelled in E-Travel Online will not generate a cancellation notice. This is because E-Travel Online is a booking tool and does not function as auditing system or expense management tool.

There is no fee when the reservation is cancelled in the tool.

E-Travel Online Training

Contact your [Department Travel Coordinators](#) to sign up.

March 16 10:00am & 2:00pm
 March 19 10:00am & 2:00pm

See E-Travel Online dashboard for more training opportunities.

Nationwide Rental Car Contracts

The State of Alaska still has a car rental contract with Budget Rent-a-Car in Anchorage, Fairbanks, and Juneau. Now, in addition to the Budget contract, the State also has nationwide contracts with Hertz, National, and Enterprise. The chart demonstrates the excellent rates available in most cities. National/Enterprise and Hertz do have surcharges in several locations; however, the only location they both have a surcharge is New York City.

National/Enterprise Surcharges are:

\$6.00 CALIFORNIA: Los Angeles Metro, San Diego Metro, San Francisco Metro, Oakland Metro, Sacramento Metro, Riverside Metro, San Bernardino Metro

\$6.00 TEXAS: Midland Metro, Lubbock Metro, Austin Metro, College Station Metro, Houston Metro, Dallas/Ft Worth Metro, San Antonio Metro, Brownsville/Corpus Christi Metro

\$7.00 VERMONT: Burlington Metro

\$7.00 NEW YORK: Albany Metro

\$15.00 NEW YORK: Long Island Metro, Westchester Metro, Newark Metro

\$23.00 NEW YORK: New York City Metro

Hertz Surcharges are:

\$3.00 CALIFORNIA: Burbank, John Wayne, Oakland, San Jose

\$10.00 WASHINGTON: Pasco, Walla Walla, Wenatchee, Yakima

\$10.00 MONTANA: Butte

\$13.00 CALIFORNIA: San Luis Obispo

\$19.00 NEW JERSEY: Newark

\$29.00 NEW YORK: JFK, LGA, Manhattan

Class	National Enterprise Per Day	Hertz
Economy Compact	29.73	27.00
Midsize	31.33	31.00
Full-size	34.00	33.00
Premium Luxury	55.00	79.00
Mid-Size Hybrid	45.00	39.00 Prius 41.00 Camry
Mini-Van	49.00	54.00
Small SUV 5 Psgr		59.00
Large SUV	79.00	79.00
12 Psgr		74.00

These contracts also include weekly and monthly rates, percentages off international travel, full coverage with no deductible, and \$1 million in liability coverage as well. Each of these car rental companies have membership plans that State travelers are welcome to participate in and any discounts or perks will belong to the travelers.

Travelers are authorized to receive National/Enterprise discounts for personal travel when applying the CD code **XZ45LEI** titled "State of Alaska (WSCA)-Leisure."

See Department of Administration, General Services web site for full [contract information](#).

\$6.00 IDAHO: Idaho Falls, Boise, Pocatello, Sun Valley

\$6.00 MONTANA: Missoula

\$6.00 WASHINGTON: Pullman, Spokane

\$8.00 Baltimore, Boston, Chicago, Detroit, Philadelphia, Washington, D.C.

\$10.00 OREGON: Bend, Klamath Falls, Medford, Pendleton, Redmond, Salem, Sun River

Today, give a stranger one of your smiles.

It might be the only sunshine he sees all day.

Quoted in *P.S. I Love You*, compiled by H. Jackson Brown, Jr.

E-Travel Office

USTRavel
 E-Travel Online Help Desk
 (907) 500-4290 / 877-500-4290
 Email: e-travelhelp@ustravel.us

Reservation Call Center
 (907) 500-4292 / 866-762-8728
 FAX: (907) 465-8288
 Email: e-travelprvl@ustravel.us

Research
 Email: soaresearch@ustravel.us

ETMT
 Sunny Israelson
 State Travel Manager
 (907) 465-8281

Kathy Adair
 State Travel Assistant
 (907) 465-6534

Carmen Engen
 Accountant IV
 (907) 465-2447

Terra Serpette
 College Intern II
 (907) 465-2905

FAX: (907) 465-6057
 Email:
 doa.dof.e-travel@alaska.gov

See us on the Web!
<http://statetravel.alaska.gov>



Travel E-Qs



There will be a random drawing for a prize from the answers submitted by March 15, 2010 to: doa.dof.e-travel@alaska.gov

- How much is the liability coverage under the new rental car contract?
- Which rental car company must be used as a first option in Anchorage, Fairbanks, and Juneau?
- On a delayed domestic flight, what is the required time limit allowing passengers to deplane?
- When would vendor information not be found in a booking tool?
- What option other than 24-hour hold can be used to verify fares?

Contest prize winnings are considered non-cash compensation, and will be included as W2 earnings

Airline News

Alaska / Horizon go Paperless and Mobile

Alaska Airlines and Horizon Air have introduced the ability to download electronic boarding passes in several cities using any hand-held mobile device.

Alaskaair.com is now designed to fit on the small mobile screens to provide flight status information, flight schedules, web check-in, flight alerts, and access to “My Trips” to view itineraries, change seats, and add mileage numbers to a reservation. For more information visit Alaskaair.com and <http://mobile.alaskaair.com>.

Special Note of Interest
 Vendors who do not publish their rates in the Global Distribution System (GDS) will not be available in any online booking tool.

Alaska Airlines' Awards

Alaska Airlines made changes to [Money and Miles Awards](#) on February 24. Money and Miles Awards give the traveler the ability to reduce the price of a ticket by up to 50% while still earning flight miles. Some highlights of the changes are:

- Will start at 10,000 miles one way
- Valid on itineraries with flights operated only by Alaska Airlines and Horizon Air
- Up to 50% discount on most fares
- Maximum discount is \$200

Award Type	Miles Prior to 2/23/2010	Miles Effective 2/24/2010
One Way or Round Trip		
50% Discount up to \$100	7,500	10,000
50% Discount up to \$200	15,000	20,000

Delta, Alaska / Horizon expand code-share

Delta, Alaska Airlines, and Horizon Air have expanded code-share access for customers at Portland International Airport to include more than 70 daily departures to 32 nonstop destinations – a 40 percent increase in code-sharing between Delta and Alaska/Horizon compared to last fall.

Several new nonstop routes have added to Delta's schedule from Portland on Alaska and Horizon. Details about these routes and more can be found in the Delta [press release](#).

Airline Tarmac Delays

U.S. Department of Transportation issued a new rule that establishes a three-hour time

limit after which U.S. airlines are required to permit passengers to deplane delayed domestic flights. Carriers are also required to provide food and drinking water for travelers within two hours of the aircraft being delayed on the tarmac, to maintain operable lavatories, and if necessary, provide medical attention. More information on the rule is available on the [U.S. DOT web site](#).



Tips & Tricks

Verify Fares in Research

Fares can now be verified in Research prior to purchase without placing on 24-hour hold.

- Go to a saved trip research and click “View”
- Select “More Options”
- Select “Verify Fare” (fare is current if this box is not active or highlighted)
- Select desired fare from the fare comparison matrix, read the fare rules, and “Add to Cart”
- The fare is automatically saved and there is no save button
- Select “Purchase” or exit trip research by going to the upper left Travel tab and select another option (start a new trip, access a trip, etc.)

An error message will display when the flight is no longer available. If an error message displays after selecting “purchase” verify the fare and only proceed to purchase when there is no error message.