The rental of a car may be authorized for travelers in travel status. The State of Alaska supports a mid-size or less car rental. Rental of a car larger than mid-size may be allowed when several travelers are traveling together or circumstances require the use of a larger car.

All car rentals must be reserved using E-Travel.

Travelers are generally not authorized to upgrade their rental cars at the airport. If a car upgrade is required for business or safety reasons, the reason must be documented on the travel authorization when it is finalized.

Travelers are responsible for refueling rental cars prior to returning them to the rental car companies. If the rental car company refuels the vehicle, a justifiable business purpose must be provided for incurring the additional cost.

All insurance offered by car rental companies must be declined by State travelers. By most laws, auto liability insurance (covering third party damage or injury claims) is provided by the car-rental company as owner of the vehicle. Excess auto liability coverage is provided through Risk Management for authorized business travel.

Rental cars may be driven on State business only, and Risk Management self-insurance coverage applies only where the car is used on State business. State business includes usual travel related activity (restaurants, hotels, etc.), but does not extend to any personal deviations for individual travel convenience. Refer to AAM 60.080 Interruption or Deviation of Travel for Traveler Convenience.

If there is damage to any rental car:

- Travelers are cautioned to never accept responsibility or admit liability.
- If the lessor requests information or payment, advise the lessor to contact the Department of Administration, Division of Risk Management.
- If there is personal injury or an accident, telephone the Division of Risk Management, as soon as possible, at 907-465-2180.

Personal Property Liability

Recently, someone had their State-rented vehicle broken into and personal items stolen.

It is important to be aware that loss or damage to personal property is not covered by State or rental car insurance. Do not leave valuable personal items unattended whether during a business trip or in any office work space.

- Be mindful of State computers while traveling. They may contain material of a confidential nature and should never be left unattended.

Special Kudos!

To: Dept. of Transportation

For obtaining a 74% adoption rate using E-Travel Online in September. To view your department’s adoption rate, see the Monthly Report of Adoption Rates.
New TSA Screening at Sea-Tac Airport

Sea-Tac Airport recently closed the north security checkpoint, closest to Alaska Airlines and concourse D, to reconfigure the area for installation of new full body image scanners. Advanced imaging technology enhances security, without physical contact, by detecting both metal and non-metal threat items that may be concealed under layers of clothing. TSA recommends that travelers remove certain accessories and all items from pockets, such as wallets, belts, bulky jewelry, money, keys, and cell phones.

Irregularity that appears on the image screen may require further inspection. Travelers are directed into the imaging portal and asked to stand still while the scanner creates a full body image of the traveler. The image resembles a fuzzy photo negative or chalk etching, depending on the machine type.

To protect the traveler’s privacy, TSA Officers assisting travelers at the machine never see the image. The image is evaluated by separate TSA Officers located in a secure resolution room away from the traveler. A privacy filter blurs the travelers face to protect their identity. The image scanners cannot store, print, transmit, or save images.

Signs are posted informing travelers how the scanners work and travelers may opt for a physical pat-down in lieu of the new image screening device.

Tips & Tricks

Entering TSA Secure Flight Information

TSA Secure Flight information (traveler name, birth date, and sex) is required to be entered in a reservation prior to ticketing.

Previously the name fields only supported alpha characters. When symbols, such as hyphens and periods, were entered it caused the reservation to bump out of auto-ticketing within Apollo. USTravel had to rescue the reservation, make the corrections, and issue the ticket for a $4 surcharge.

RESX has fixed the problem to allow tickets to process. It is recommended not to enter special characters in TSA name fields since no other field supports these symbols. Custom text has been entered in E-Travel Online as a reminder.

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