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In the space age,
man will be able to
go around the world
in two hours -
one hour for flying and
one hour to get to the airport

Neil McElroy

E-Travel Online Training

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

February 08, 2:00 pm
February 10, 10:00 am
February 22, 2:00 pm
February 22, 10:00 am

See E-Travel Online's User Home Page for more training opportunities by USTravel.

Hotel Payments

Hotel reservations for travelers who do not have a One Card are booked using generic profiles in E-Travel Online. Each generic profile has a CTS account (ghost card) to use as a form of payment, where accepted.

In-state hotels listed in the **Preferred Hotel Program** agree to accept a CTS as a form of payment. It is the travel planner's responsibility to make sure the **Hotel Credit Card Authorization** form is completed and faxed to the hotel when they make the reservation. If USTravel is requested to book a preferred hotel in

Alaska, they will send the authorization form.

Most hotels not on the preferred list will not accept ghost cards as a form of payment. Travel planners may ask the hotel if they will accept a CTS payment. If the hotel does not accept CTS, travel planners can either arrange for direct billing (if allowed by their department) or they must advise the traveler to use their personal form of payment and retain receipts for reimbursement.

For hotels NOT in the Preferred Hotel Program and hotels out-of-state, it is always the travel planner's responsibility to arrange billing, even when USTravel is requested to book the hotel. USTravel can not arrange direct billing on behalf of the State.



Generic profiles should not be used for travelers who have a One Card. The traveler profile should be used and their One Card presented to the hotel at check in.



ViewTrip

Travelers and travel planners can access their travel reservation details directly from the Internet at their convenience via [Travelport ViewTrip](#) (ViewTrip) for reservations made through E-Travel Online or USTravel. ViewTrip itineraries not only show air travel, but also include hotel and car bookings.

This travel website displays real-time travel information 24 hours a day, including waitlist confirmations and schedule changes as USTravel is notified by the airlines. Reservations that are made outside the Apollo reservation system by USTravel, such as

reservations with rural carriers, are not guaranteed to be in real-time.

ViewTrip is most useful when an itinerary is not available by email or fax, or when a traveler in travel status has made itinerary changes and would like to print a new itinerary.

ViewTrip features also include weather and travel updates, links to FAA and DOT web sites, and the ability to download itineraries to calendars, web-enabled wireless, and hand-held devices.

To view a reservation, go to www.viewtrip.com and enter the

trip reservation number and the traveler's last name in the log-in box. The trip reservation number is the booking locator (a six-character alpha-numeric field) from USTravel's Apollo reservation system, NOT the airline confirmation code. If the number is not available, contact USTravel to ask for the itinerary booking locator.

Airports are identified as three-letter character codes in ViewTrip. If the airport code is not familiar, go to www.world-airport-codes.com to search the city name.

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-travelaprvt@ustravel.us

Research
 Email: soaresearch@ustravel.us

ETMT

Kathy Adair
 State Travel Manager
 (907) 465-6534

Carmen Engen
 Accountant IV
 (907) 465-2447

FAX: (907) 465-3798

Email:
 doa.dof.e-travel@alaska.gov

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



Travel E-Qs



There will be a random quarterly drawing in **March** for a prize from the answers submitted by February 15, 2011 to: doa.dof.e-travel@alaska.gov

1. Who must arrange hotel billing for hotels not in the Preferred Hotel program and out-of state?
2. What is ViewTrip used for?
3. If a trip is pre-approved for \$2000, and the actual cost is \$2350, is re-approval required? Why or why not?
4. When travel requires an overnight stay of less than 12 hours between Alaska Airlines' flights do baggage fees apply for the morning flight?

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

AAM 60.040 Travel Completion Approvals

Following completion of travel, all travel-related expenses and any deviation from the originally approved travel arrangements must be documented in the travel authorization. If the total cost of travel exceeds the amount approved in advance by more than the greater of \$100 or 20%, the same level of approval must re-approve the travel, before the traveler reimbursement is approved by the appropriate agency authority.

The following four examples demonstrate how to determine when re-approval is required:

	A	B	C	D
Pre-approved	\$400	\$400	\$1500	\$1500
20%	\$480	\$480	\$1800	\$1800
Actual cost	\$475	\$490	\$1700	\$1900

Example A does **not** need to be re-approved. Actual cost is less than \$100 and less than 20%.

Example B does **not** need to be re-approved. Actual cost is less than \$100, even though the cost is over 20%.

Example C does **not** need to be re-approved, as the actual cost is less than 20%.

Example D **does** need re-approval because the actual cost is more than 20% of the pre-approved amount.



Checked Baggage Charges

Alaska Airlines' checked baggage policy in their [Contract of Carriage](#) clearly illustrates when their checked baggage charges apply and when they don't.

One interesting policy, often overlooked by agents and catches travelers unaware, is their 12-hour rule for connecting flights.

Checked baggage charges are assessed to the destination of the first flight and then charges must be paid again by travelers who continue their journey **after** a stopover of 12 hours or more. For example, if a trip from Anchorage to Los Angeles involves a stopover in Seattle of **more than 12 hours**, there will be a baggage fee from Anchorage to Seattle and again from Seattle to Los Angeles.

When a trip involves an overnight stopover or a connection, **within** 12 hours, to Alaska Airlines, Horizon, or another domestic carrier (within the U.S.), travelers are only required to pay the baggage fee one time for each bag.

The problem encountered most often by travelers is when checking in for a flight that involves a stopover of more than 4 hours but less than 12 hours. When checking in for the connection flight, travelers are often asked to pay additional baggage fees. KIOSK check-in machines are not programmed to recognize an overnight connection of less than 12 hours so the boarding pass will indicate that additional baggage fees are due for the next flight.

Knowledge of the rule, or where to find the rule, may be helpful the next time a traveler is caught in this situation to avoid the extra expense. Some well-informed travelers actually carry a copy of the rule with their ticket, just in case.

See the [Contract of Carriage/Section V - Baggage](#) for more information.

Expense Management Update

Once again, TRX/RESX has stepped up to the plate and come to our aid.

The State utilizes generic profiles for many travelers including those who do not travel frequently, non-employees, and contractors for the State. This cuts down on the number of profiles that need to be maintained. Currently, the State has over 6,000 profiled travelers. Streamlined procedures for maintaining these profiles were implemented in 2009.

TRX/RESX and DATA-BASICS have enhanced their systems so that the State can continue to use the generic profiles. These enhancements are being tested now.

The RESX new release is expected the beginning of February. Once the ETMT has completed their testing of the online Travel Authorizations using generic profiles, Dept. of Administration will begin to pilot the DATABASICS Expense Management System.

Watch for updated information on when YOU will begin using this exciting new program.