



E-Travel News

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New Out-of-State Hotel Rates

Western States Contracting Alliance (WSCA) and State Travel Managers Alliance (STMA) joined forces in a recent implementation of a nationwide lodging program called WSCA Lodging. This is the first multi-state nationwide lodging program ever created.

Over 6500 individual properties representing 34 chains have agreed to participate in the program, such as Accor Hotels, Best Western International, Carlson Hotels, Choice Hotels International, Extended Stay Hotel Group, Intercontinental Hotels Group, Phoenix Inns, Red Lion Hotels, and Red Roof Inns. WSCA Lodging was created to provide State employees lower cost hotels and allow states to be able to track accu-

rate spend data for lodging.

Properties must offer rates at or below federal lodging per diem rates. Last room availability and no black out dates are encouraged. All major credit cards must be accepted and individual properties may establish direct billing options.

Properties are not allowed to pre-charge for rooms and may not charge for change or cancellation fees if notice is received prior to 4 pm on day of check-in. No deposit or short notice reservation fee, early departure fee, flat city tax, resort or energy fees may be charged.

Travelers checking in at the hotel will need to produce verification of being a State em-

ployee. Verification may be an employee id badge, a business card with employee name printed on it, or a government charge card with employer and employee name identified on the card.

WSCA Lodging rates are accessible through E-Travel and are identified in the hotel *Room Description* box as "WSCA State Government program." This program does not replace the Preferred Hotel Program, but adds more options on a nationwide level.

Hotel properties display by the lowest rate first. Rates that are lower than the WSCA Lodging or the State negotiated rate can be selected as long as the rate RULE is applicable.



Special Note of Interest

Lost Car Rental Keys can be a costly endeavor. Typically the charge for lost keys is \$300.

Budget lost key charges will be included in the vehicle rental charge on the billing invoice. Budget combines the two charges because they do not charge the State tax and are unable to separate taxable and non-taxable items on the same invoice.

Since the lost key charge is included on the traveler's One Card, travelers will need to reimburse the State once their trip is completed.

E-Travel Online Training
Contact your [Department Travel Coordinators](#) to sign up.

April 07 10:00 am
April 21 10:00 am

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

USTRavel's Client Appreciation Event

It's time, once again, when USTRavel holds their client appreciation event in Juneau. The event was held in the fall for Anchorage and Fairbanks. The State is a client and since travel planners and travelers work closely with USTRavel, State employees are invited to attend. The event will provide refreshments, hors d'oeuvres, and travel door prizes. Bring your business card to enter for fantastic travel prize drawings! Individuals must be present to win the door prizes.

If you are one of the lucky winners, you may need to fill out an ethics disclosure form entitled "[Notification of Receipt of Gift](#)" to report your prize. The form is available on the Department of Law's website.

Please **RSVP** at **907-500-4205** or by email at **RSVP@ustravel.us**

Annual Client Appreciation Evening in Juneau

Date: Tuesday, April 19, 2011

Time: 4:30 pm to 7:00 pm

Where: Westmark Baranof
127 North Franklin St.
Juneau, Alaska

Hosts: The USTRavel Companies and
Westmark Hotels



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-travelaprvl@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 **June** for a prize from the answers submitted by April 15, 2011 to: doa.dof.e-travel@alaska.gov

1. How are WSCA Lodging rates identified in E-Travel?
2. Who is responsible to pay for a car rental lost key charge?
3. In ViewTrip, what class of service code displays when a ticket has been upgraded?
4. Who is entitled to receive the \$30 noncommercial lodging allowance?
5. On a short out-of-state trip where **all** meals were provided, what is the daily M&IE reimbursement allowed?

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

First Class Fare Code

First class seats are obtained by either purchasing a first class fare or by upgrading from a lower cost fare. After travel has commenced, there are a couple of ways to determine how the first class status was obtained.

The key is the class of service which is an alpha character (F, Y, M, Q, K, L) that correlates to the type of fare purchased. Generally speaking, first class is coded as F and coach class has several different codes depending on the fare type; Y being the highest coach fare and L a discounted

fare with restrictions.

The class of service is located on the ticket, the travel itinerary, and in ViewTrip. Tickets purchased in first class will show "F" class of service on the ticket, itinerary, and in ViewTrip. For tickets purchased in any other class of service that has been upgraded, the class of service will be "U" on itineraries received AFTER the upgrade and in ViewTrip.

Special Note of Interest

Why do change fees from airlines take longer to show up on charge cards than the fee from USTRavel?

Airline charges have to process through ARC (Airline Reporting Corporation) before the airline can post the fee to charge cards. This can take up to seven to ten business days to clear.

\$30 Noncommercial Lodging

AAM 60.240 has been updated to make the \$30 noncommercial lodging option available to all State employees to gain consistency with bargaining unit contracts.

Travelers on short-term travel status in Alaska are eligible for a daily noncommercial allowance of \$30 when:

- The traveler is required to stay in a community or location where commercial lodging facilities and State- or vendor-provided facilities are not available.
- When the traveler chooses noncommercial lodging in situations where commercial lodging is available.

E-Travel Fees
Effective April 4 – July 3

- Unassisted **\$9.24**
- Assisted **\$18.60**
- Change Refund **\$10.54**

Change to M&IE Breakdown

Effective April 1, the State of Alaska is changing the incidental expense portion of a traveler's daily reimbursement when traveling outside of Alaska. As indicated in the Alaska Administrative Manual (AAM) Transmittal #70, [AAM 60.250](#) is being revised to grant travelers the entire incidental portion of the rate for each day or partial day in travel status outside Alaska instead of allocating the incidental portion among breakfast, lunch, and dinner as was previously done.

For short-term travel outside of Alaska, the incidentals amount is \$5 per day and for long-term travel the amount is \$3 per day. Employees are still eligible for the incidental portion of their per diem regardless of what meals they receive for the day; even in cases where all three meals are provided to the traveler and no meal allowance is due, the incidentals portion is still reimbursable.

A portion of the Alaska Per Diem Rates chart is shown here to illustrate how meals and incidental expenses are broken down for partial days of travel or when meals are excluded from a traveler's reimbursement. The full [chart](#) can be found on the [Division of Finance's Travel > Accounting](#) website.

M&IE Proration - for partial travel days and one-day travel		Alaska Short-Term	Alaska Long-Term	Outside Alaska Short Term (CONUS)*					Outside Alaska Long Term (CONUS)***						
Midnight to 10:00 AM	Breakfast (21%)	\$ 12	\$ 7	\$ 12	\$ 11	\$ 10	\$ 9	\$ 8	\$ 7	\$ 6	\$ 6	\$ 6	\$ 5	\$ 4	\$ 4
10:00 AM to 3:00 PM	Lunch (26%)	16	9	18	16	15	13	12	11	10	9	8	7	7	6
3:00 PM to Midnight	Dinner (53%)	32	17	36	34	31	29	26	23	20	18	17	16	14	12
	Incidentals	included above	included above	5	5	5	5	5	5	3	3	3	3	3	3
	Total Daily Amount	\$ 60	\$ 33	\$ 71	\$ 66	\$ 61	\$ 56	\$ 51	\$ 46	\$ 39	\$ 36	\$ 34	\$ 31	\$ 28	\$ 25

Example: Sally attends a conference in Seattle and is provided with lunch on Day 1 of the conference. She would then be entitled for that day's breakfast, dinner, and incidental expenses. The daily rate for Seattle is \$71, so her reimbursement for M&IE will be \$53 (\$12 breakfast + \$36 dinner + \$5 incidentals).

Article written by Amanda Webb