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Special Note of Interest

Budget car rental for State employees is a mandatory contract in Anchorage, Juneau, and Fairbanks. To book Budget in E-Travel Online with the State rate:

1. Select: **Include car**
2. Deselect: **Based on Air Search Criteria**
3. Click: **Off Airport Location**
4. Click: **Search**
5. Select: **Budget-State of Alaska Employee** from the drop down list
6. Click: **Select**
7. Click: **Search** to continue with the itinerary

Budget will be the **only** company displayed. If other car rental companies display, follow the above process step-by-step.

The State **rate** must be selected to ensure contract terms and insurance are provided to the traveler, even if lower rates are available.

E-Travel Online Training

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

May 19 2:00 pm

May 26 10:00 am

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

DOA Piloting DATABASICS

Beginning April 6, 2011, the Department of Administration began piloting DATABASICS, the new travel expense management application.

Users log in to DATABASICS and then go to E-Travel Online to research a trip. Once the trip research is saved, selecting the *Create TA* button returns them to DATABASICS. The researched trip information imports to DATABASICS creating a travel authorization report (TA) that replaces the current paper TA. Once ap-

proved, the researched trip becomes available for purchase.

After travel has been completed, the Expense Report (ER) is created. Charge card transactions and meals & incidentals are attached to the ER. Other applicable charges can be manually added to complete the ER. The application then compares the actual trip expenditures on the ER to the estimated total on the TA for cost comparison.

After the ER is approved, some of the data is passed back to

AutoPay and AKSAS to help complete the charge card reconciliation process and to create the warrant reimbursement due to the employee. Finally, a truly "end-to-end" process.

No major obstacles have been encountered. The pilot is expected to run until the end of May, at which time a determination can be made as to when the application will be made available to other departments.



Trip Cancellation Notification

It is common practice to cancel hotel reservations in advance to avoid hotel no-show fees, but cancelling the air portion of a trip is often overlooked due to common belief that airline tickets always retain their value.

Several airline policies now require a cancellation notice prior to departure. Tickets purchased on Delta international flights and on USAir flights that are not cancelled will lose their value. American Airlines, Air Canada, Continental, and United have some fares that must be cancelled in advance or the tickets will lose some or all of their value.



Currently, Alaska Airlines does not have an advance cancellation policy. However, when tickets include multiple carriers, the most restrictive carrier's rules apply to the entire ticket. When a trip involves multiple carriers and a flight is cancelled by one carrier due to weather, maintenance, etc., it is important to follow up with the other carriers.

Below are two examples where not showing up for a flight caused the tickets to decrease in value or have no value at all.

- Ticket value \$773.60 from Anchorage to Phoenix. Travel was not cancelled and

the ticket lost a value of \$552.10.

- Ticket value of \$1459 from Kotzebue to Alberta, Canada. Alaska Airlines cancelled the outbound flight and the traveler decided not to travel or cancel with the other carrier. Ticket lost its entire value.

In the second situation, USTravel was able to recover the loss of \$1459 by requesting a waiver. USTravel receives **occasional** waivers depending on the situation and airlines involved, so it is important to remember to cancel air reservations in advance to avoid potential loss of ticket value.

E-Travel Office

UStavel

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

**A good plan
is like a road map:
it shows the final destination
and usually the best way to
get there**

H. Stanley Judd

Travel E-Qs



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

1. Why is it important to select the State rate for Budget reservations?
2. When should air reservations be cancelled?
3. How are reservations made for rural carriers not listed in the Service Standards?
4. When should the Rural Request form be used?
5. How are penalty or non-penalty fares indicated during the flight selection process?

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

Rural Travel

The Service Information and Standards on the travel website contain information relating to when it is optional to use E-Travel for rural air reservations.

For **rural AIR** travel to Alaska communities that are **not serviced by Alaska Airlines, ERA, or Pen Air and do not include commercial lodging or car rental**, the use of E-Travel / UStavel is optional, **ONLY** when travel is booked on one of the following carriers and a State form of payment is used:

Alaska Air Transit, Alaska Seaplane Service, Bering Air, Everts Air, Grant Aviation, Homer Air, Pacific Airways, Promech Air, Smokey Bay Air, Taquan Air, Warbelow's Air Ventures, Wings of Alaska, Wright Air Service, and Yute Air

Rural carriers not listed above must be booked through UStavel. Once an airline reservation is booked with or modified by an airline, UStavel no longer has the ability to make further changes or provide other assistance on that itinerary, or to reconcile the billing with the carrier.

Rural Air Request Form

The [Rural Air/Ferry Request Form](#) is used for booking rural air or ferry reservations that cannot be booked in E-Travel Online. Use the form for rural travel reservations when:

- the reservation is for rural air travel **only**
- the reservation is for rural air travel and is combined with other travel booked in E-Travel Online

The form should not include reservations or special requests for hotel, car, or major carriers (including ERA and PenAir). Make these reservations in E-Travel Online and place special requests in the Special Instruction box, or call UStavel.

If the reservation includes both major and rural carriers, purchase the major carrier ticket (including any hotel or car) in E-Travel Online and then fill out and submit the form. During the purchase process, the reporting page appears with a list of questions. Look for **"If you are including rural travel in this request, select yes in the drop down box."** "Yes" must be selected to alert UStavel that a rural request form is being submitted and to block the E-Travel Online auto-ticket process. UStavel can then create one itinerary for the entire trip. By not selecting **"Yes,"** the online reservation will auto-ticket (untouched by UStavel) and then the rural request has to be processed separately causing two itineraries and two fees.

When the approver's name is included on the form for rural air only requests, a final itinerary will be sent. Without the approver name, a preliminary will be sent. An approval reply is required within 24 hours of receiving the preliminary to receive the final.

Forms submitted with missing or incorrect information will be returned with a request for accurate information.



Tips & Tricks

E-Travel Online Air Travel Preference Settings

Air Preferences allow users the ability to choose different price options. *Search for State Contract Fares* and *Search for Lower Fares* are permanent settings that allow contract fares and lower rates to display.

Accept Penalty Fares, *Accept Connections*, and *Search for Fares Using Multiple Airports* are default settings that can be unselected for more options.

Accept Penalty Fares allows lower priced penalty fares to display in the flight selection box. Penalty fares are identified by the *Penalty: YES* indicator shown directly above the *View Rules* link on the right side of the screen. Click on *View Rules* to see the applicable penalties.

Unselecting *Accept Penalty Fares* allows non-penalty fares to display. Most often, the class of service is **Coach (Y)** and the indicator display is *Penalty: NO*.

Accept Connections can be unselected to narrow the flight search to display only direct flights. Be sure to leave it checked for flights that DO require a connection, otherwise an error will appear and flight options will not display.

Search for Fares Using Multiple Airports broadens the search to display airports within close proximity. For example, a search in the Washington DC area will display 3 airports; Dulles (IAD), Baltimore (BWI) and Reagan (DCA).