



E-Travel News

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Car Rental Contract Awarded to Budget

The Intent to Award (ITB) to Budget has been issued for a new contract term from March 1, 2012 to June 30, 2013 with four additional one-year renewal options.

Choosing Budget will no longer be mandatory, but will be highly encouraged due to the competitive rates being offered to the state. Rates are up to 35% lower than the previous contract and up to 27% lower than the WSCA (Western States Contract Alliance) car rental rates.

The contract rates apply in the same three airport locations as before: Anchorage, Fairbanks, and Juneau, and has expanded to include political subdivisions (cities, boroughs, and school districts).

The same rate will apply to the same size vehicle in each

city. For example, in the previous contract the cost for a standard/midsize car was \$37 in Juneau and Fairbanks and \$31 in Anchorage. The new standard/midsize car rate is \$27.95 in each city, a 24% decrease. The WSCA rate for a standard/midsize vehicle is \$31.71 (Budget is 12% less).

Budget added new vehicle classes to the contract:

- Premium size sedans (Nissan Maxima FWD and Chrysler 300 AWD)
- 7-8 passenger SUV (Ford Explorer AWD and 4WD)

Travelers are expected to return the vehicle with a full tank of gas. If the car is returned not full, Budget will add fuel based on the "pump price" and a \$25 refill fee

will apply when the refill amount exceeds one gallon. Cars may be filled within a four-mile radius of the airport.

See [contract terms](#) on the Department of Administration, Division of General Services website.

Good News! - It is no longer required to book Budget contract rates using the "off-site location" in E-Travel Online. Simply request your car in the car search box and select Budget with the contract icon in Anchorage, Fairbanks, and Juneau.

Budget has been added to the CTS Authorization form that is used for hotels in an effort to simplify the process of providing the CTS payment information to Budget.



New CTS Authorization Form

The current Hotel CTS Authorization form has been modified to include CTS authorization for Budget car rentals. Budget shows as the primary car rental option because other car rental companies may not accept a CTS form of payment.

The process to use the form remains the same, except now there is a dropdown menu to select car or hotel. A separate form must be completed for each vendor. This form may only be sent to Budget fax numbers listed on the form, for Anchorage, Fair-

banks, Juneau, and Kenai locations.

A new link to the form (with instructions) is located in E-Travel Online, *View My Preferences*, under the *Travel Preference* tab. Links remain in the same locations for hotel use.

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A pessimist is one who makes difficulties of his opportunities, and an optimist is one who makes opportunities of his difficulties.

Harry Truman



E-Travel Online Training

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

March 06 - 9:45 a.m.
March 20 - 9:45 a.m.

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

AAM 60.120 Rental Cars

When necessary, the rental of a car may be authorized for travelers in travel status. The estimated cost for the rental car must be included within the total not-to-exceed amount for the prior approval process required under [AAM 60.040](#) Travel Approvals.

The cost and intended use of the car must be considered in determining the size and type of car to rent. 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. Such situations must also be documented on the completed travel authorization.

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 company. 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.

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 traveler convenience (AAM 60.080).

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.

See [AAM 60.350](#) for use of rental cars connected with an employee move.

Virtually There®

Sabre's® Virtually There® is a program that replaces ViewTrip. Travelers can access their E-Travel booked itineraries anytime, 24/7, from a computer or web-enabled mobile device.

Trip details are displayed in real time and travelers can sign up for notification alerts, such as flight delays, cancellations, and trip reminders.

Travelers can view eTickets and eInvoices, download itineraries to their calendar,

email itineraries, and access driving directions.

Real-time data, such as gate assignments and flight departure/arrival times, is instantly updated and always available.

Go to www.virtuallythere.com to log in. Login instructions and *Traveler Verification* is available in E-Travel Online (user home page), or from [Travel Coordinators](#), travel planners, or the [ETMT](#).

Travel E-Qs



There will be a random quarterly drawing in March for a prize from the answers submitted by March 15, 2012 to: doa.dof.e-travel@alaska.gov.

1. What is the state contract rate for a Budget mid-size vehicle?
2. Can the CTS Authorization form be used for Budget rentals?
3. Please provide your comments on the posted survey results.
4. Should state travelers accept insurance provided by rental car vendors?
5. Where can you obtain the Virtually There® Traveler Verification for login?

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



We're on the Web!
<http://statetravel.alaska.gov>

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3rd Quarter Survey

Travel planners and travelers who used E-Travel services between December 2011 to February 2012 are asked to participate in the 3rd quarter [E-Travel Satisfaction Survey](#).

The survey remains open until March 10, 2012 and plays an important role in the performance measures for US-Travel.

The survey is located on the [travel website](#) under the Contract / Audit tab.

The previous [E-Travel Customer Satisfaction Survey](#) results have been posted to the travel website under the Contract/Audit tab, Past Surveys section.

The responses have been grouped by category with one overall answer per category.

We would like to hear your comments about the layout and the helpfulness of the information.