



E-Travel News

August 2012
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Rental Cars and CTS Accounts

Most rental car companies do not require a credit card at the time of booking. Since it is not a requirement, rental car agencies are not able to pull credit card numbers into their reservations from other systems. Therefore, it is necessary for travelers to present a card at the check-in counter upon arrival.

Prior billing arrangements must be made when travelers do not have a One Card or a [managed spend card](#).



State contracted vendors will accept a CTS form of payment when certain conditions are met.

Car rentals from Budget in Anchorage, Juneau, Fairbank, and Kenai are required to accept a CTS Authorization form. Travel planners are responsible to ensure the authorization form is sent to Budget. (The form should only be sent to vendor locations listed on the form.)

WCSA contract vendors, Enterprise / National and Hertz, require that a credit card application form be completed in advance to authorize direct billing to a CTS account. A separate application form must be completed for each

Special Note of Interest / WCSA Car Contract

The WCSA Travel Sourcing Team met with Enterprise/National and Hertz at the end of May.

The team elected to extend the WCSA Price Agreements with Enterprise/National and Hertz for an additional three years.

The extensions have just been completed with an expiration date of 10/18/2015. There are no price increases related to the extensions.

CTS account by a division designee when deemed necessary. Application forms are available from the E-Travel Manager and must be requested by the [Department Travel Coordinator](#).

Once the application is approved, Enterprise / National or Hertz will issue an application number. The vendor application number needs to be provided to USTravel for agent assisted bookings, or entered in E-Travel Online, at the time the booking is made. The CTS account that is linked to that number will be billed directly. No additional forms or phone calls are necessary. Charges will show up on the monthly statement within five to ten business days.

For reservations made in E-Travel Online using **generic** profiles, enter the vendor application number in the car membership box located at the bottom of the **Variable Traveler Information** page.

Variable Traveler Information

Complete the information below for the generic profile.

Car Membership Numbers

(Vendor) Cars

The application number must be manually entered in this box for **each** reservation in order for the vendor to receive it. The number cannot be stored within the generic profile because it will not transmit to the vendor.

For more information on establishing direct billing for CTS accounts at Enterprise / National and Hertz, contact the E-Travel Management Team at doa.dof.e-travel@alaska.gov.

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Twenty years from now
you will be more disappointed
by the things that you didn't do
than by the ones you did do.
So throw off the bowlines.
Sail away from the safe harbor.
Catch the trade winds
in your sails.
Explore. Dream. Discover.

-- Mark Twain



E-Travel Online Training

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

August 07 9:45 a.m.
August 21 9:45 a.m.
August 23 9:45 a.m.

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

Travel Updates

AAM 60.240 – Lodging Types and Rates section has been revised. Travelers are required to submit a long-term travel assignment form to the Division of Finance for approval when the travel is out-of-state for 30 days or more. Previously there was no distinction made between out-of-state and in-state travel. However, this distinction is being made to ensure that any tax implications regarding the out-of-state travel are identified and handled in a proper and timely manner.

Mileage – The U.S. General Service Agency has revised the [mileage amount](#) for use of personal airplanes from \$1.29 to \$1.31, and motorcycles, snow mobiles, and boats from \$0.48 to \$0.525. In addition, a revision to the dry rate for airplanes has been recalculated to be \$ 0.98. Although these rates are not published

in the AAM directly, they are published on forms that are linked within the travel and moving sections of the AAM. New forms have been provided with these new rates effective 7/1/12.

Transmittal memorandums and the Alaska Administrative Manual are available at <http://doa.alaska.gov/dof/manuals/aam/index.html>.

Travel Website - A Rural Routing Guide was added to the travel website under the [Traveler / Travel Planner](#) E-Travel Online section. This routing guide includes a list of carrier service to rural destinations and identifies the destination by city code and city name. The Comments tab on the spreadsheet provides information on "When is E-Travel optional for booking rural travel?" and "How do I book rural travel?"

Travel E-Qs



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

1. How do you apply for direct billing to a CTS account for WSCA rental cars?
2. What is the new requirement when out-of-state travel is thirty days or longer?
3. What is the new mileage rate for use of a personal airplane?
4. How does TSA Precheck benefit the traveler during screening?
5. Where is the best place to sit in an airplane if you have motion sickness?

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



TSA Precheck Program

The Transportation Security Administration (TSA) is testing an expedited screening process with selected airlines and cities. Alaska Airlines is participating in the [TSA Precheck program](#) at Seattle-Tacoma International and Portland International airports.

U.S. citizens who meet the TSA's current eligibility criteria or have a Known Traveler number may participate. ([See TSA FAQs](#))



Once eligibility is determined, travelers will be issued a Known Traveler number. The number may be added to the

E-Travel Online traveler profile under Personal Information / Secure Flight Requirements or provided to USTravel. Information is then embedded in the barcode of the traveler's boarding pass. TSA reads the barcode at screening check points to determine eligibility.

Eligible travelers who are referred to Precheck lanes will receive expedited screening, which could include no longer having to remove shoes, belts, or jackets; laptops from bags; or [3-1-1 compliant liquids](#) from carry-on bags. TSA will always incorporate random screening measures and no individual will be guaranteed expedited screening.



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USTravel Travel Tip

The middle of the airplane is known for being the calmest area of the plane. If you get motion sickness, try requesting a seat just over the wing during your next flight.

In the News

Boston Logan Airport is piloting a [90 day free-ride program](#) in an attempt to reduce traffic and parking at the airport. This is a first for a North American airport. The free bus ride to downtown connects with the subway offering locals an opportunity to leave cars at home.

Boeing's new [747-8 jet](#), the largest passenger jet ever made and operated by Lufthansa, made its debut on route to Washington DC last month.

[Southwest Airlines](#) now offers satellite-enabled WiFi internet access and a few live TV channels on some of their flights for a fee.