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, Fairbanks, 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 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 a CTS account 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.

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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Special Note of Interest / WSCA Car Contract

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

The team elected to extend the WSCA 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.

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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
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.


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?”

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.

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.

Boeings 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.