



# E-Travel News

July 2013  
Volume 5, Issue 7

## GGU Contract Per Diem Change

New language regarding Federal Per Diem rates has been added to the GGU contract.

**Article 30.01-Travel, Per Diem and Moving** states "Except as specifically provided in this Article, travel, per diem and moving allowances shall be paid in accordance with the provisions of the Alaska Administrative Manual in effect on the date of travel and shall not be less than the amounts specified in the AAM in effect on June 30, 2010 **or the Federal rate when traveling out of Alaska, whichever is higher.**" (The [State of Alaska Per Diem Rates](#) document has been updated.)

**Per AAM 60.010**, the policies apply uniformly to all travelers unless otherwise provided for by a collective bargaining agreement. When there is a conflict between these policies and a collective bargaining agreement, the relevant

provisions of the collective bargaining agreement supersede.

When the AAM rate is higher than the Federal Per Diem rate for travel outside of Alaska, consider the following tips for reimbursement:

- Travelers will not receive less than the AAM M&IE allowance, which is \$60 per day.
- When the employee is paid the \$60 per day for M&IE, the incidental amounts are included in the meal allowance amounts; therefore a separate incidental amount would not apply.
- Applicable tax applies. See the [Taxable Travel Allowance Payroll Report](#) - "If an employee is paid an M&IE allowance that exceeds the federal M&IE rate, the difference is considered taxable compensation."

## Denali Flight Seeing Tours

K2 Aviation in Talkeetna, Alaska has provided an opportunity for state employees to take a flight seeing tour over the beautiful Denali National Park and wherever the day's adventure may take you. K2 Aviation is offering a 25% discount on their Denali flight seeing tours to all State of Alaska employees and their accompanied dependents. This special offer cannot be combined with any other discounts and is valid from now until August 31, 2013.

To receive a 25% discount on Denali flight seeing tours, state employees must book their reservation directly with K2 Aviation on their



website, by phone, by email, by fax, or in person. When booking the flight, the employee should notify K2 Aviation that they are a state employee and they would like the 25% discount.

When the employee (and family) arrives in Talkeetna for the flight seeing tour, the employee must provide a form of identification showing them to be a state employee, such as a state issued charge card, business card, pay stub, etc.

Visit [www.flyk2.com](http://www.flyk2.com) for more information on the tours that are available, contact information, and an online booking link to book your reservation.

### Inside this issue:

- GGU Contract Per Diem Change
- Denali Flight Seeing Tours
- Unused Ticket Tips
- Kudos
- E-Travel Online - Purpose of Trip
- Travel E-Qs

Freedom has its life  
in the hearts, the actions,  
the spirit of men  
and so it must be daily  
earned and refreshed -  
else like a flower  
cut from its life-giving roots,  
it will wither and die.

~Dwight D. Eisenhower



### E-Travel Online Training

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

July 18 9:30 a.m.

July 30 9:30 a.m.

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

## Unused Ticket Tips

Shopping for air fares can be a difficult process when each airline has different and multiple fare rules that are constantly changing.

Here are a few tips to help choose the best fare type for the traveler while taking into consideration the best use of their unused ticket should they not travel.

- For nonemployee out-of-state travel, try booking solely on Alaska Airlines as far as possible for the most flexibility. 
- When Alaska Airlines or ERA are not an option, consider the cost of a refundable ticket vs. a nonrefundable ticket. Most carrier change fees exceed \$150. A few carriers will allow a name change for an additional cost. The exchange cost could be \$300 or more plus the additional cost of the new ticket.
- When booking on ERA, choose the Refundable option. ERA offers the state a contract savings on refundable fares.

Different rules and restrictions apply to each ticket depending on the fare type and the carrier in determining the re-usability of partial and fully unused tickets. Therefore,



### Kudos to ANGELA Wells, DPS

Angela sent in a suggestion to add a new column to the [Preferred Hotel Program](#) spreadsheet to provide hotel conference room information. Conference/Meeting Space has been added under Column "Y" on the spreadsheet to indicate the number of conference rooms provided by each hotel. This is still a work in progress. The spreadsheet will continue to be updated as more information is obtained from the vendors.

each ticket must be researched prior to an exchange to determine applicable rules, penalties, and the remaining value to apply. Following are some exchange tips:

- Never exchange a refundable ticket for a nonrefundable ticket as the new ticket will then be nonrefundable.
- Try to apply unused transferable tickets to an MVP Gold member. There will be no change fee, only the cost difference of the fare.
- Never exchange a ticket that is solely on Alaska Airlines or ERA with another carrier. These tickets, when booked independently allow transfer of value, but if the ticket is exchanged to include multi-carriers, the value becomes nontransferable.
- Be aware of ticket expiration dates which varies by carrier. Alaska Airlines tickets expire one year from the original date of departure. Most other carrier tickets expire one year from the original date of issue. Exchanged tickets retain the ORIGINAL ticket expiration date.

The unused ticket report and the tickets shown in E-Travel Online are POTENTIALLY unused tickets. There is a short time lapse to add and delete tickets to the report and to E-Travel Online. USTravel agents can manually add or remove tickets upon request if necessary.

## E-Travel Online Purpose of Trip

During the booking process, one of the required reporting fields is the **Purpose of Trip** box. Previously this information displayed only in the US-Travel's Sabre reservation system. Since the new booking tool syncs so well with Sabre, USTravel was able to fulfill requests to print the information on Final itineraries under the *after hours contact information* as shown below:

**YOUR AFTER HOURS \*EMERGENCY\* NUMBER IS xxx**

**PURPOSE OF TRIP-ATTEND TRAVEL CONFERENCE RESERVATION MADE BY VERNON BEAR 907-555-1234**

## Travel E-Qs



There will be a random quarterly drawing in September for a prize from the answers submitted by July 15, 2013 to: [doa.dof.e-travel@alaska.gov](mailto:doa.dof.e-travel@alaska.gov).

1. Per the GGU contract, how must per diem be applied for out-of-state travel?
2. When does tax apply to M&IE allowance for the above?
3. How long is the special offer from K2 Aviation valid?
4. What is the expiration date for Alaska Airlines unused tickets?
5. What new reporting field prints on Final itineraries?

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



## E-Travel Office

### ETMT

Kathy Adair  
State Travel Manager  
(907) 465-6534

Carmen Phelps  
Accountant IV  
(907) 465-2447

FAX: (907) 465-3798

Email: [doa.dof.e-travel@alaska.gov](mailto:doa.dof.e-travel@alaska.gov)

### USTravel

**E-Travel Online Help Desk**  
(907) 500-4290 / 877-500-4290  
Email: [e-travelhelp@ustravel.com](mailto:e-travelhelp@ustravel.com)

**Reservation Call Center**  
(907) 500-4292 / 866-762-8728  
FAX: (907) 465-8288  
Email: [e-travelaprvt@ustravel.com](mailto:e-travelaprvt@ustravel.com)

**Research**  
Email: [soaresearch@ustravel.com](mailto:soaresearch@ustravel.com)