



E-Travel News

September 2013
Volume 5, Issue 9

FY13 Cost Savings Analysis for E-Travel

The global economy is changing the way many corporations do business and is causing them to look for more ways to save and control expenses. By having a well-managed consolidated travel program, the state is able to leverage travel expenses by negotiating with key vendors and in markets which are important to our business needs. The State of Alaska continues to realize the cost savings benefits of a managed travel program.

The statewide savings reports are updated and posted quarterly and a cumulative report is posted at the end of the Fiscal



Year. The Cost Savings Analysis and the Cumulative Net Savings Analysis are posted to the [travel website](#) for FY13. The report includes the breakdown of fees, contract savings, managed savings, and provides a net savings for each department. The methods used to determine the savings are outlined on the Cost Report Codes tab. Contract Savings are only reported when a contract rate is booked, and the comparison is made to the same component without the state contract applied. Managed Savings are realized when USTravel has managed a process which brings a savings benefit to the state, such as tracking unused tickets or obtaining refund waivers. The Cumulative Net Savings for FY13 for the E-Travel Office was \$2,027,255, which is a 10% increase from FY12.

Visions Meeting and Event Management

The Division of General Services (DGS) has a [Conference Coordination Services](#) contract with Visions Meeting and Event Management. Founded in 1998 as a division of USTravel, Visions is a full service global meeting management company headquartered in Anchorage, Alaska.

Since its launch in 1998, the company has grown into the largest meeting management company in the state, managing corporate, government, and association events, as well as reward recognitions programs for corporations. In addition to managing large and small conferences statewide, Visions specializes in executing complex, international meetings globally. All State of Alaska governmental entities may

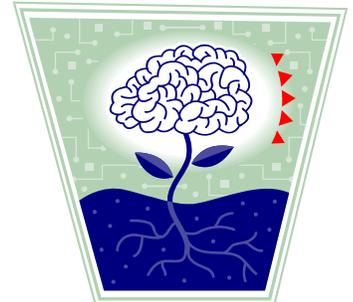
utilize the contract services provided by Visions. To utilize their services, a Conference Project Form needs to be submitted to Visions and then they have up to ten days to respond with a quote for the requested services. To view instructions and to submit the new ONLINE Conference Project Form, go to www.soacpf.com.

For more information on the program, please see the DGS [Contract Award Manual](#) and visit visionsus.com or call 907-786-0130. An article in the [July 2012 E-Travel News](#) also contains additional information.



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You learn something every day if you pay attention.



~ Ray LeBlond

E-Travel Online Training

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

September 10 9:30 a.m.
September 26 9:30 a.m.

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

Alaska Airlines Fare Agreement

In an ongoing effort to reduce travel costs associated with governmental operations, the Division of General Services signed a new Alaska Airlines Air Fare Agreement in March 2013. Alaska Airlines will continue to be the preferred carrier within Alaska and the lower 48. The new contract provides a discount off the base fare of most fare classes at the point of sale only when booking through the E-Travel Office. In E-Travel Online, the contract icon is displayed on any flight where a contract discount is being applied. A preferred icon in all markets where Alaska Airlines must be flown is displayed and when



Alaska Air does not meet the business needs of the traveler, a drop list of exceptions is provided.

The E-Travel Management Team (ETMT) will continue to send out letters of non-compliance when the code selected is invalid. This letter gives the arranger the opportunity to have the ticket voided and booked on the preferred carrier. Failure to meet the required targets will result in a decreased discount level for the next quarter. A reduction of just 1% can cost the State approximately \$75,000 in lost savings. The Alaska Airlines Fare Agreement will be updated by the Division of General Services and will be posted when it is available.

Introducing TripCase

Sabre Virtually There has been the world's number one document delivery and itinerary service for years and will be replaced with TripCase at the end of 2013. TripCase, a world-class consumer application, allows travelers and travel arrangers to manage their trips while they are away from the office via the mobile application or a web-based browser.

Reservations seamlessly stay up-to-date no matter how your plans change. TripCase moni-

tors flights and provides flight alerts like gate changes, delays, and cancellations 48 hours prior to departure. More details with dates and processes will be available soon. For more information on the applications, go to <http://travel.tripcase.com/features>.

E-Travel Satisfaction Survey

This quarterly [survey](#) is open until September 6, 2013. If you have made travel arrangements by phone or in the booking tool, please use the survey to provide your valuable feedback.

Farewell Kathy

Kathy Adair joined the E-Travel Management Team as the State Travel Office Assistant in October 2009. She was promoted to the State Travel Manager position in November 2010.

During her time as the State Travel Manager, she was always looking for ways to promote a positive perception of the managed travel program. Listening to others, resolving complaints, and making recommendations were characteristic of her management style. Participation in the implementation of the new booking tool, GetThere, which provides a



more user-friendly interface over the previous booking tool (ResX), is one of the biggest improvements that she is proud of.

Kathy is retiring on October 1. Danielle Meier accepted the State Travel Manager position in August and Kathy is spending her last two months mentoring Danielle so that the transition appears seamless to the E-Travel community.

Please join us in bidding Kathy good-bye and in welcoming Danielle.

Travel E-Qs



There will be a random quarterly drawing in September for a prize from the answers submitted by September 16, 2013 to: doa.dof.e-travel@alaska.gov.

1. What is the FY13 net calculated savings amount for **your** department?
2. What needs to be completed in order to utilize the Vision Meeting services?
3. How will you know when to select Alaska Airlines in the online booking tool?
4. What application will be replacing VirtuallyThere?
5. Have you taken the online survey this quarter?

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



The whole purpose of education is to turn mirrors into windows.
~Sydney J. Harris



E-Travel Office

ETMT

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