The state has been able to maximize savings through unused ticket management. In FY 2013, over $800,000 of unused ticket funds were applied to new trips. This figure has increased 50% since we started tracking tickets and reporting savings in FY 2010.

Ticket tracking begins as a trip is cancelled or a segment becomes unused. The unused ticket is loaded to a secure database and within a few days, it is updated in the E-Travel Online profile. A ticket is removed from the system as it is exchanged or becomes expired. The process may take a few days.

Each month, the Department Travel Coordinators receive a report of potentially unused tickets. The report identifies the ticket expiration, the estimated value, and whether or not a ticket is refundable or transferable. Departments should contact soaresearch@ustravel.com if a discrepancy is noticed. A transferable ticket can be applied to another profile if the traveler has changed departments or left state service. A ticket can also be transferred across departments. Contact your Travel Coordinator to let them know when your division is not able to use a ticket before the expiration. It is important to know that fare rules vary by ticket and by carrier. There are situations when it is not feasible to apply the value to another trip and the funds will expire.

This will be a new focus for the E-Travel Management Team in the coming year. Department Travel Coordinators will begin receiving expired ticket reports in January.

Effective January 1, 2014, the IRS lowered business mileage rates.

- Automobiles reduced to $0.56.
- Airplanes GSA Rate reduced to $1.31.
- Motorcycles, snowmobiles, and boats reduced to $0.53.
- Non-taxable moving reimbursement rate for personal vehicles reduced to $0.235.

The POV Rate Table is being updated to reflect the change. The following forms will also be updated and will require the user to input the appropriate mileage rate using the drop down menu.

- Mileage Form
- Travel Authorization Form with Linked Travel Request.

What you get by achieving your goals is not as important as what you become by achieving your goals.

~Henry David Thoreau
**Tips and Tricks for E-Travel Users**

**TIP 1:** E-Travel Online alerts users to profile data that may need attention or to a reservation that may be booked out of state policy.

*Here are a few important alerts:*

- The **expiring charge card alert** will appear as a profile is accessed.
  
  Arrangers may want to notify travelers when they see this alert.

- The **unused ticket alert** will appear during the booking process if it could potentially be applied to the reservation.

- The **air out-of-policy alert** will prompt when a user selects a non-preferred carrier in a designated market.

  This alert gives the user the opportunity to go back and revise the selection prior to purchasing.

  Out-of-policy bookings are documented and can be reviewed should the state fail to meet contractual obligations.

  **Trick:** Use the browser back button to go back to the air options page. Selecting **Start Over** will bring the user back to the home page.

**TIP 2:** Reserving hotels in E-Travel Online can be cumbersome, especially for specific or frequently booked properties.

*Here are a few suggestions:*

- On the hotel page, do not change the defaults. Just select **Search Now** to move to the next page.

- Enter the property in the **Hotel Name** box. Then select the search icon. The list of properties displayed will be narrowed down to those with a similar name.

- The process for frequently booked properties can be expedited by creating a hotel only template. Dates can be modified and air and car can be added as needed before purchasing each trip.

  **Trick:** Templates can be shared with other arrangers.

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**Travel E-Qs**

There will be a prize drawing held in April for answers submitted to: doa.dof.e-travel@alaska.gov by January 21, 2014.

1. Do all unused tickets have value that can be applied to future travel?
2. What do the updated mileage rate forms require?
3. How is a One Card expiration date updated in the booking tool?
4. What is the trick if the out-of-policy alert is prompted and you want to stay compliant?
5. What is the most interesting travel trend you have experienced?