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E-Travel Online Training

To sign up, contact your
[Department Travel Coordinators](#)

January 9, 9:30 a.m.
January 21, 9:30 a.m.

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

Historical Travel Facts for the State of Alaska

The State Travel Office opened
April 4, 2005. Booking request
forms were used to book travel.

The first newsletter was published
September 1, 2005. It has been
published every month since.

E-Travel Online was originally
powered by ResX. It launched
statewide November 9, 2009.

In January 2013, E-Travel began
implementing GetThere to all
departments. The system pro-
vides new functionality to allow
more transactions to be done
online.

January 2014, the E-Travel logo
has been updated and the book-
ing tool has a new look.

Unused Tickets

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 tick-
ets 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 pro-
cess 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 esti-
mated 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 de-
partments or left state ser-
vice.

A ticket can also be trans-
ferred across departments.
Contact your Travel Coordina-
tor 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 Coordina-
tors will begin receiving ex-
pired ticket reports in January.



*What you get by achieving your goals is
not as important as
what you become by achieving your goals.
~Henry David Thoreau*

Changes to Mileage Rates

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

- Automobiles reduced to \$0.56.
- Airplanes GSA Rate re-duced to \$1.31.
- Motorcycles, snowmobiles, and boats reduced to \$0.53.
- Non-taxable moving reim-bursement rate for person-

al 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 appropri-
ate mileage rate using the
drop down menu.

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

- Moving Expense Reim-
bursement Payroll Report.

These forms can be located
on the Division of Finance
webpage under [All Forms](#).



*Travel E-Qs
Quarterly Winner*

*Kathleen Dalton
(DOR)*

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?



E-Travel Office

E-Travel Management

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FAX: (907) 500-4210
Email: e-travelaprvl@ustravel.com

Research
Email: soaresearch@ustravel.com

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.

A One Card must be activated in order for the system to be updated. The process may take 2-3 business days to complete.

- 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.

Travel Trends

From research and buying to packing and flying, travel has become increasingly more comfortable.

Mobile apps and travel gadgets have brought greater efficiency across all areas of travel, including the use of electronic devices from gate to gate.

What will they come up with next?

Airports are competing to provide the greatest airport

experience of all time.

Have you seen Chicago O'Hare's new Yoga room?

The merger of domestic carriers continues with the American Airlines and US Airways agreement.

Could this trend affect airline prices?

Even top domestic travel destinations are beginning to change. The *lonely planet* travel guide has added Austin

and Portland to the list for their outdoor attractions, culinary experiences, and cultural events.

How many of you still prefer heading to the beach?

For 2014 travel predictions, check out [The Traveler's Almanac: Change is Coming in 2014](#) by travel writer Scott McCartney.

