Digital Luggage Tags

Did you know that if attached end to end, a year’s output of paper luggage tags would circle the Earth 30 times?

The airlines expect that digital tags will greatly expedite the check-in and baggage handling process.

In addition, misplaced luggage can be communicated and routed to correct destinations via a text message.

British Airways has been testing digital tags and may roll out to select passengers in early 2014. For more information go to cnbc.com.

Changes to Itinerary Remarks

In our continued effort to provide consistency and accuracy to travel itineraries, changes to the Final itinerary remarks are being made.

Ticket exchanges have always been a manual process and as technology has evolved, several changes have occurred. It is time to align the current itineraries with the changes.

Agents have always added old and new ticket information to the remarks. The information is redundant and occasionally errors are made when keying in numbers, thus causing confusion and unnecessary research for all parties.

In addition to accuracy, there is also a problem with consistency. Exchanges taking place in E-Travel online are touchless so the remarks are not being added to all itineraries.

Beginning in February, ticketing remarks will no longer be added to Final itineraries except when a name change is requested.

Name changes will include the original name and ticket number. All relevant information is provided in the Ticket/Invoice Information at the bottom of all Final itineraries.

Removing duplicated data will also shorten the length of the itinerary.

This will bring accuracy and consistency to all itineraries whether the change was made in E-Travel online or by an agent.

If additional information is needed, contact the research team immediately: soaresearch@ustravel.com.

Happy Valentines Day

E-Travel Satisfaction Survey

Please take the quarterly survey to provide your valuable comments and feedback.
The annual memorandum regarding an employee’s personal use of a state owned vehicle has been updated and posted on the Division of Finance webpage.

The letter explains that the personal use of a State vehicle is a taxable benefit to the employee and must be reported on an employee’s W-2.

The letter outlines the employer’s responsibility to keep adequate records and the various valuation methods that are acceptable by the IRS.

It is important that the employers utilizing State vehicles be aware of the policies surrounding the use of a State provided vehicle, the documentation required, and the taxable consequences.

Here are some important links to pass along to employees utilizing State vehicles:

- Letter to State of Alaska Vehicle Users
- AAM 320.300 – State Vehicle Usage
- DOTPF Policies and Procedures – Chapter 11
  Statewide Equipment Fleet

Travel E-Qs
There will be a random drawing held in March for answers submitted by February 20, 2014 to: doa.dof.e-travel@alaska.gov.

1. Why are change remarks no longer going to be added to the Final itinerary?
2. If my supervisor directs me to take a State vehicle home, is it still considered a taxable benefit?
3. Arrangers can add their email to the reservation in which field?
4. How long must I wait to cancel a trip if I have already submitted for purchase and immediately realize I have made an error?
5. Do you feel digital luggage tags will replace the current tags?

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Tips and Tricks for E-Travel Users

**TIP 1:** The “E-mail Address” field in a traveler profile is a permanent profile field.

All itinerary notifications will be sent to the email address, even if the arranger no longer books travel.

UTravel agents are not authorized to modify email addresses.

**Trick:** If the arranger wants an itinerary sent directly to them, their email should be added in section 6 of the checkout page.

**TIP 2:** E-Travel Online allows users to process voids on eligible bookings.

Requesting this process too quickly may cause a system error, which may completely stop the transaction.

**Trick:** Wait for the FINAL itinerary email from UTravel before cancelling a trip that can be voided.