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E-Travel Online Training

Nov 6, 9:30 a.m.
Nov 19, 1:30 p.m.
Nov 20, 1:30 p.m.

To sign up, contact your [Department Travel Coordinators](#) or register in E-Travel Online.

Not what we say
about our blessings,
but how we use them,
is the true measure of
our thanksgiving.

W. T. Purkiser

Winter Travel Planning— Part 1

Being an Alaskan means you probably know the ins and outs of travel. The most obvious tip is that we must be flexible and if planning a holiday trip, we must book early. But there is more to hassle-free trip planning. Here are a few tips to get started.

- Avoid connections especially in “wintery” cities such as Chicago. If connections are a must, plan to have sufficient time built in for delays.
- Check alternate airports that may have lower airfares, lower hotel rates, and less traffic. Here is a list of the

[best small airports in the US.](#)

- Have a backup plan for delays. Before leaving, check available hotels in connecting cities and note alternate flight options. Airlines are not required to compensate for delayed or canceled flights, but it is good to know your rights as a passenger. Read (or at least have access to) your airline’s contract of carriage in case of emergency.
- If you are leaving pets at home, make kennel reservations right away. If Fido is coming along, check the carrier’s pet rules and re-

strictions as they vary by carrier, season, and destination.

- Use a mobile application to organize your trip plans. [TripCase](#) is a free app that displays your trip overview in chronological order and provides links to confirmation codes and phone numbers. The app also pushes important notifications, such as flight delays, to your phone or email.

Winter travel tips will continue next month with ideas on packing for a hassle free trip.



Ravn Policy Reminder

Airlines are increasingly enforcing required check-in times in an effort to gain customer satisfaction as an on-time carrier.

Most recently, we have heard reports that Ravn Alaska has been adhering to their policy, which has resulted in denied boarding and issues with connecting luggage.

Ravn Alaska’s check-in and connection policy states that all passengers must be checked in at least one hour prior to the scheduled departure time.

All passengers and checked luggage must be processed at the airport by a customer service agent 30 minutes prior to the scheduled departure.

Failure to meet the time requirements may result in denied boarding.

For travelers making connections to another airline, minimum connect times must be met to ensure luggage is checked to the final destination.

If the minimum connection time is not met, travelers may be

required to reclaim luggage and recheck in with the connecting carrier.

Connection times vary by carrier and airport. Travelers connecting to or from Ravn in Anchorage should be reminded of the following requirements to avoid travel interruptions.

- AlaskaAir — 1hour10minutes
- Delta Air — 2 hours
- US Airways — 1 hour

For more information, visit [fly-ravn.com](#).

Travel E-Qs

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

1. What is a good way to keep travel arrangements in order?
2. Do all carriers have the same connection and check-in requirements?
3. How must reimbursements after December 12 be reported?
4. What services does the self-tag kiosk provide travelers?
5. What will USTravel's new name be on Nov 1?



E-Travel Office

E-Travel Management

Danielle Meier
State Travel Manager
(907) 465-6534

Carmen Phelps
Accountant IV
(907) 465-2447

Email: doa.dof.e-travel@alaska.gov
Web: <http://statetravel.alaska.gov>

USTravel

E-Travel Online Help Desk
(907) 500-4290 / 877-500-4290
Email: e-travelhelp@travelctm.com

Reservation Call Center
(907) 500-4292 / 866-762-8728
FAX: (907) 500-4210
Email: e-travelaprvl@travelctm.com

Research
Email: soaresearch@travelctm.com

Moving, Mileage, and Per Diem Reimbursements

All **reportable** moving, mileage, and per diem reimbursements paid to employees in 2014 must be submitted timely to Payroll sections to ensure correct W-2 reporting. The deadline for making 2014 payments in AKSAS is 12/12/2014 and must be submitted to Payroll by 12/16/2014.

Employee reimbursements needed after 12/12/2014 and before 1/1/2015 must be made through the Payroll sections.

For more information, contact Kelly Baines, State Payroll Manager, by [email](mailto:kelly.baines@alaska.gov) or phone at 907-465-5625.



Alaska Airlines Self-Tag Express

Alaska Airlines continues to improve their self-bag tagging service making the check-in and airport experience even more hassle-free.

Self-Tag Express is a self-bag tagging option offered at select airports. The self-tag kiosk will print baggage tags and boarding passes. The tag simply attaches to the luggage and can then be dropped at a designated Self-Tag Express baggage

drop area.

Self-Tag Express now includes a Self-Tag Online option for travelers flying from Seattle to a number of airports including Juneau and Anchorage.

Travelers using the online option can request a complimentary reusable tag holder. Tags can be requested in advance or picked up at participating airports.

Here is a link to Alaska Airlines [Baggage](http://www.alaskaair.com/content/travel-info/baggage/self-tag-express.aspx) site where tag holder requests can be made. More information can be found at <http://www.alaskaair.com/content/travel-info/baggage/self-tag-express.aspx>.

More airports and flights will be added to the program, so check back before your next trip.



Introducing Corporate Travel Management

On November 1, USTravel completed its name change to match its acquiring firm, Corporate Travel Management (CTM).

Updates to the travel documents and links throughout the [travel website](http://www.travelctm.com) will be completed soon. This includes changes to the [E-Travel Online User Guide](#), [Traveler Contact Cards](#), [FAQs](#),

and [Service Standards](#). Please update printed documentation to ensure the most current information is being used.

The @ustravel.com email domain will also be changing. However, Corporate Travel Management will be forwarding any emails to the new domain @travelctm.com.

The same agent and management team will continue to assist all State of Alaska travel; just look for the new logo.

