

**In This Issue:**

- Upcoming AAM 60 Policy Changes
- A Tip for Back-up Travel Planners
- Travel Planner Reminder
- E-Travel Information

## Upcoming AAM 60 Policy Changes

The following AAM 60 changes will bring efficiencies to processing procedures and will give agency management control of their travel budgets.

The policy changes will be effective on May 16, 2016; except for employees in specific bargaining units and Collective Bargaining Agreements (CBA) that supersede the AAM. The exceptions are noted with the section updates when applicable.

### Section 60.020 and 60.140 Defined Duty Station & Mileage Reimbursement

A traveler that performs official state business within their defined duty station is not eligible for privately owed vehicle mileage reimbursement.

The duty station of a traveler has not changed. The duty station includes the city, town, or village within 50 miles of where the employee spends the major portion of their working time, or the place to which the employee returns to duty on completion of a special assignment.

A traveler may only receive mileage reimbursement when their official state business duties are outside their defined duty station or if it is determined by a department commissioner or designee that it is in the best interest of the state to reimburse mileage within the duty station.

A mileage reimbursement form or suitable documenta-

tion must be used to reimburse transportation costs.

**EXCEPTION:** Alaska State Employees Association (ASEA) members may continue to receive the mileage reimbursement within their duty station until June 30, 2016.

### Section 60.040 - Travel Approvals

The re-approval requirement for costs exceeding \$100 or 20% on the final expense report has been eliminated.

The variance will remain on the travel authorization expense report for management purposes.

### Section 60.240 - Lodging Types and Rates

Lodging expenses that exceed \$300 per night (excluding taxes), must be approved in advance by a department commissioner or designee. All requests must include justification demonstrating adequate lodging cannot be acquired for less.

This policy replaced the requirement for approval from the director of Division of Finance with a department commissioner or designee.

### Section 60.250 - Prorated Meals and Incidental Expense Allowance

On the initial day of departure and the final day of arrival, the traveler receives 75% of the daily M&IE allowance for the travel destination. The prorated M&IE allowance is applied

to both meals and incidental expenses.

The 75% M&IE allowance is paid regardless if the traveler reports a meal as consumed on the travel authorization form.

This policy replaces the method of prorating M&IE based on the scheduled departure and arrival times, by simplifying and standardizing the calculation.

**EXCEPTION:** ASEA members will continue to receive the current reimbursement until June 30, 2016.

**EXCEPTION:** Labor Trades and Crafts (LTC) members will continue to follow contract section 15.03 that defines *in-state* M&IE allowance which will remain in effect through the current agreement. However, the M&IE allowance for out of state follows the AAM and therefore **the change is effective for out of state M&IE allowance on May 16, 2016.**

Current M&IE, per diem, and mileage standards are published on the Division of Finance's travel webpage. Forms will be updated for the change.

Monday

May 30



## A Tip for Back-up Travel Planners

E-Travel Online allows travel planners to share access to booked trip with other travel planners in shared travel groups.

Past and pending trips are saved in E-Travel within applicable traveler profile. Trips booked for travelers with a Generic profile are also saved within the Generic profile.

Planners that need access to a trip must search for and select the generic profile used to book the trip, then scroll down to the travelers Home

Page and select the **Manage Trips** tab.

The first five upcoming trips are shown. To view the complete list of pending and past date trips, click the link to [View All Trips](#). Trips are listed in reverse date order with the travelers name and travel date. Scroll down the list to find the applicable trip and select the link.

This tip should be helpful for travel planners that infrequently use the system, but are backing up another travel planner.

Most backup planners have trouble locating trips for non-profiled travelers, but this process is the same for profiled travelers.

A similar process is used when travelers or travel planners need to share trip templates. Trip templates are helpful for approvals and State authorized fare quotes. Templates can be used by both traveler and travel planner.

Tips on trip templates will be in the July newsletter.

### Travel Planner Reminder

It is the responsibility of the travel planner to complete the CTS authorization and ensure that vendors have received the authorization prior to the traveler check in. **This step is required for all travelers that do not carry a One Card.**

If the vendor does not receive the authorization the traveler will be asked to provide a personal form of payment for room charges and taxes will be charged. **Please complete the CTS form for your travelers.**

*This Summer - Explore Alaska*



*It is our backyard!*

## E-Travel Information

→ FAQs and the Traveler Pocket Guide will be updated to reflect the AAM policy changes. New FAQs will be added as needed.

→ FY16 Q3 Savings report has been posted to the [Division of Finance Travel Webpage](#). The calculated net benefit from the use of E-Travel contracts is over \$1.4 million for statewide travel as of March 31.

→ [New York Times](#) reports security lines at airports nationwide are getting longer due to fewer screeners, tighter budgets, and a growing number of passengers.

→ One way to avoid the lines is to sign up for TSA Pre✓®. Travelers can sign up online or at an Application Center. The cost is a \$85 non-refundable fee and is valid for five years.

There are several locations in Alaska. To find the Application Center nearest you go to [www.tsa.gov/tsa-precheck/apply](http://www.tsa.gov/tsa-precheck/apply) and select Find an Application Center.

When applying make sure the name on your application exactly matches the name used when you book travel. Tip: this should be the exact name on your frequent flyer number and in your E-Travel profile.

### E-Travel Online Training Enrollment

Search Function: May 12 - 10:30  
 Trip Change: May 24 - 10:30  
 Rural Vendors and CTS: Jun 7 - 10:30  
 Basic Training: Jun 23 - 9:30

- Login to [LearnAlaska](#)
- Enter *etravel* in the search box.
- Select desired training course
- Select desired training date
- Select [Enroll](#)

To access the WebEx and phone bridge on training day, login to LearnAlaska within 15 minutes of the start of the session.

Please take a few minutes to let us know how we are doing?

\*\*\*\*\*

E-Travel Program  
[Quarterly Survey](#)

### E-Travel Management

Danielle Meier  
 State Travel Manager  
 907-465-6534

Carmen Phelps  
 Accountant IV  
 907-465-2447

[doa.dof.e-travel@alaska.gov](mailto:doa.dof.e-travel@alaska.gov)  
<http://statetravel.alaska.gov>

### Corporate Travel Management

Online Help Desk  
 877-500-4290 / 907-500-4290  
[e-travelhelp@travelctm.com](mailto:e-travelhelp@travelctm.com)

Reservation Call Center  
 866-762-8728 / 907-500-4292  
[e-travelaprvl@travelctm.com](mailto:e-travelaprvl@travelctm.com)