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## 2017 E-Travel Preferred Properties

Hotel rates continue to be on the rise nationwide; however, by setting a competitive pricing model and consolidating spend to limited preferred properties the State of Alaska managed to keep hotel costs flat from 2015 to 2016, despite the decrease in travel.



The use of the State Preferred Properties is not mandatory but in order to keep a viable program it is strongly encouraged.

Properties are listed in the program if they offer greater value for every dollar spent, through competitive pricing and by offering additional amenities, such as free parking, shuttles, and breakfast.

The State Preferred Properties are reflected in E-Travel by star rating followed by all other properties listed by price. All rates are subject to availability.

**Star 5:** single annual rate at or below the low season GSA rate.

**Star 4:** two rates at or below the seasonal GSA rate.

**No Star:** competitive pricing with respect to standard published rates; however, the rate exceeds the seasonal GSA.

There will be times when a property may offer a lower than negotiated rate; that rate should be selected.

CTM is working with properties to ensure rates are loaded by January 1, 2017.

# LET IT SNOW!

## Sending Hotel CTS Authorization

When a CTS is used as payment for a hotel, the vendor will require an authorization in order to charge the card.

Travel arrangers booking for a traveler that does not have a One Card will need to initiate the request to send an authorization to the vendor.

The authorization can be initiated by responding to a question on the billing page prior to submitting for purchase.

This is a required field even if no authorization is needed and only applies to hotel authorizations.

Travel arrangers will still need to make authorization arrangements for car rental vendors when necessary.

\* Send CTS Authorization to Hotel Vendor?

(select)
No, Thank You
Yes, Send Authorization

## 2017 Mileage Rate Changes

Effective January 1, 2017, the standard mileage rates approved by the [Internal Revenue Service](#) when utilizing privately owned vehicles for business purposes and non-taxable moving decreased to \$0.535 and \$0.17 per mile respectively.

The [POV Rate Table](#) located on the travel website is updated to reflect the changes.

The following forms, located under [All Forms](#) on the Division of Finance webpage, have also been updated.

- ◆ Mileage Form
- ◆ Travel Authorization Form with Request
- ◆ Moving Expense Reimbursement Payroll Report



## Car Contract Benefits

The use of the State car contract rates is not mandatory but is strongly encouraged.

There are benefits of booking the contract.

→ Booking a contract rate provides the security of knowing that you will not be charged a higher rate, regardless of the impact of peak seasons or limited car availability.

When the average daily rate for an intermediate size car is \$90 a day, the contract rates are less than \$40 for the same car type.

→ Booking a contract rate guarantees the driver and vehicle are covered in the event of an accident. The contract includes full coverage with no deductible as well as liability coverage.

Road conditions this time of year add additional risk to not only the driver, but

also the vehicle.

Something as basic as a chipped window can cost the State over \$600 for repair. Therefore, while the \$12 daily rate may seem fiscally responsible, the cost of coverage must be taken into consideration.

**NOTE:** Drivers should be aware of the Loss Damage Waiver (LDW) option some vendors offer at the time of rental. If accepted,

a daily charge is incurred on the final rental agreement. LDW is already included within the contract rate. There should never be an additional charge.

→ Booking a contract rate provides the traveler several additional services at no extra cost to the State such as one-way rentals, short and long term options, roadside assistance, and direct billing.



## E-Travel Information

### Industry News

Effective on May 1, Alaska Airlines and Delta will no longer code-share flights and will discontinue reciprocal earning and redemption in their respective rewards programs. The carriers will maintain an interline agreement in which travelers using both airlines can combine ticketing and checked baggage functions.

### E-Travel Office News

As we all know, with technology the more we learn, the more we want, so it becomes a wheel of improvement over time. The E-Travel Management thanks you for your patience and

interest in E-Travel online enhancements.

As part of the contract, E-Travel Management and CTM meet quarterly to review service and program performance. Many of the suggestions and comments are used to make enhancements, changes, or bring clarity to the travel program.

CTM has published a new satisfaction survey for statewide travelers and travel arrangers.

Please take a few minutes to let us know how we are doing  
[E-Travel Program Quarterly Survey](#)

### E-Travel Online Training Enrollment

Basic Training: Jan 10 - 9:30  
 Rural Travel: Jan 26 - 10:30  
 Basic Training: Feb 9 - 1:30  
 Rural Travel: Feb 21 - 1:30

- 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.

The E-Travel Online User Hand guide was updated in December to reflect changes to the CTS authorization process. Please bookmark the link on the travel website or access from the online booking tool to ensure you have the most recent version.

### E-Travel Management

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### 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)