

In This Issue:

- ➔ Advance Purchase Recommendations
- ➔ AAM 60.050 - Travel Purchase Policy
- ➔ TRIPS for Travel Coordinators

Advance Purchase Recommendations

An analysis of Executive Branch travel identified 57 percent of the FY 15 airfares were purchased within 13 days of travel, with an average ticket price of \$441.

In FY 16, the percentage increased slightly to 61 percent, but the average ticket price went down to \$434.

The AAM 60.050 Travel Purchase Policy follows Alaska Statute 39.20.140(b), which requires that the state pay no more than “the lowest ticket class fare for the most direct route”.

While there is no requirement to purchase in advance, departments approval process should consider the advance purchase for the majority of travel requests. Various situations that do not lend themselves well to advance purchase of airfares are listed in the article; *AAM 60.050 Travel Purchase Policy*.

When comparing fiscal year data a few trends can be identified.

- ➔ The average cost of airfare for 20 plus days is not always the least expensive.
- ➔ The most expensive time to purchase is between 3-6 days in advance of travel.
- ➔ The best rates are typically available between 14-20 days in advance.

Department Travel Coordinators receive an Advance Booking report for Air purchases monthly.

The detailed report includes the traveler, the itinerary information, and the number of days the ticket was purchased in advance. The report also includes a summary of the detail, similar to the examples on the right.



Departments can use this report to drill down on individual habits and identify seasonal trends that may increase the average cost per trip.

Improving internal processes by encouraging travel requests and approvals to be completed in advance will help provide a cost savings to the department.



AAM 60.050 - Travel Purchase Policy

The AAM 60.050 Travel Purchase Policy follows Alaska Statute 39.20.140(b), which requires that the state pay no more than “the lowest ticket class fare for the most direct route”

Specific exemptions are:

- lowest ticket class is not available.
- waiting for lowest ticket class would cause a delay harmful to the state; or
- Department of Administration finds that travel by the lowest ticket class is not in the best interest of the state, and authorizes other accommodations.

Other more specific situations are:

- the immediate health and safety of a child
- an immediate need to transfer an individual in custody
- firefighters called to an emergency; or
- Legislative hearings called without advance notice.

When a lower fare is offered, but not selected, the travel arranger should select a valid reason from the drop-down list in the Reporting Information on the purchase page in E-Travel Online (see example below).

The ETMT is working with CTM to require this data

when applicable.

Please be aware of the policy and select from the list when applicable.

Notifications of when no exception is selected will be sent back to the Department for documentation.

Select a reason, if you did not take lowest fare:

(select)

- Penalty or Restrictive fare declined
- First Class/Business Class authorized (ADA)
- Declined carrier with lower fare
- Time does not fit within schedule
- Higher fare to allow upgrade
- Routing/Layover not acceptable
- Paid more to use State contract fare

“Spring is when you feel like whistling even with a shoe full of slush.”

- Doug Larson

Buzzle.com

TRIPS for Travel Coordinators

On February 6, the Department Travel Coordinators were introduced to the new Traveler Integrated Profile System (TRIPS), which replaced the Organizational Directory File (ODF) in AKSAS.

The web-based application was developed by the Division of Finance and is administered by E-Travel Management. The new system allows Coordinators to track employee movement within

their department to maintain traveler profiles and travel planner access in E-Travel Online.

If you have traveler profile questions, please contact your [Department Travel Coordinator](#).

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

Current Survey April 1- June 30
E-Travel Program
[Quarterly Survey](#)

E-Travel Online Training Enrollment

Basic Training: May 9 - 9:30
Rural Travel: May 25 - 1:30
Basic Training: June 13 - 9:30
Rural Travel: June 22 - 10:30

- 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.

E-Travel Management

Danielle Meier
State Travel Manager
907-465-6534

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

Reservation Call Center
866-762-8728 / 907-500-4292
e-travelapr1@travelctm.com