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Trip Templates in E-Travel Online

Did you know that travelers or travel planners can create trip templates in E-Travel Online to be shared with or acquired by other state employees?

Templates have many functions and when used they will save time for both the traveler doing research and the planner booking the approved travel.

TEMPLATE TIPS

- ➔ A template can be saved at the time of research, purchase, or after travel has been completed.
- ➔ A template can be “acquired” and used by any state traveler or planner. To acquire a specific template, enter the name of the user that created the template. Note that it may not always be a traveler it could be a planner that created the template.

➔ By creating a template, a traveler or planner can then share their desired itinerary with other state employees that may be attending the same conference or with the person that will be purchasing the ticket (including Shared Services).

- ➔ Templates should be appropriately named. For example, an itinerary booked as refundable should include the word “refundable” in the name. General templates can simply be named with the city pairs.
- ➔ Templates can be renamed. Even an acquired template can be renamed!
- ➔ A template between point A and point B, can be modified to include additional destinations.
- ➔ A template created with a seasonal flight number will generate an error when attempting to use it during the

off season. Not to worry, new flight options will display and the user can change the itinerary.

Information about template usage is covered in E-Travel Training and the self-paced video modules. Using templates is so easy we encourage you to just give them a try! CREATE, SHARE, ACQUIRE, SAVE TIME!

Please share a great template tip with us today at doa.dof.e-travel@alaska.gov



Taxable Travel Processed Incorrectly

There is a specific process for correcting a taxable/reportable payment that was incorrectly paid to a traveler.

The information and steps to resolve this type of issue is posted to the DOF website.

<http://doa.alaska.gov/dof/travel/resource/Resolving-Incorrect-Payment-Taxable-Travel.pdf>.

Questions related to this process can be directed to the IRIS Help Desk at IRIS.Project@alaska.gov.

Reminder for Travel Processors

- * The [Accounting](#) tab of the [DOF Travel website](#) includes helpful documents and forms that may be required to process travel.
- * More forms are available under Quick Links located on the left side of the DOF website.
- * Accessing the information from the above link will ensure the most current version of the information or form is used to process travel. Travel forms should not be saved to an employee's desktop.



CTS Authorization for Car Rentals

In December, CTM created SmartPay authorization for hotels. They recently extended the automation to include Budget in designated markets (Juneau, Anchorage, Fairbanks, and Kenai). SmartPay is a secure method of transmitting billing authorization to vendors that will accept the custom E-Travel CTS form.

Billing authorization for car vendors outside of the four Budget locations is the responsibility of the travel arranger.

It is important to note that most car vendors will not accept a third-party authorization form. Those that do may charge an administration fee, which should be communicated by the vendor when authorization arrangements are being made by the travel arranger.

An option to consider is to have a direct bill account with one of the following car vendors: Enterprise, National, or Hertz. These vendors offer contract discounts nationwide and should be used over non-contracted vendors.

Contract rates include full coverage and liability. If you frequently book travel with one of these vendors for travelers without a One Card, please contact your [Department Travel Administrator](#) to discuss setting up a direct bill account.

If travel is not booked via E-Travel, the E-Travel Office cannot assist or provide forms to assist with CTS authorization. The travel arranger must make billing arrangements directly with the vendor.



E-Travel Information

E-Travel Cost Savings

The FY 2017 [State Travel Office Cost Savings Analysis](#) has been posted on the travel website.

The report was modified with recommendations from the recent [Legislative Audit](#). The new savings rate methodology includes the revenue and expenditures. Each department has a separate tab with the same savings detail. The Executive branch and Medicaid Office roll up to the Statewide report.

The statewide net benefit for FY 2017 was \$3.1 million.

Detailed savings reports are sent to the Travel Coordinators monthly. The statewide analysis is posted quarterly to the [travel website](#).

Revised Per Diem FAQ

18. For travel outside the State of Alaska, how is the incidentals portion of the M&IE amount handled?

Incidentals are included in the CONUS M&IE rate and therefore any proration includes the incidental. For full days, the total amount for the location is used. For days in which a traveler reports a consumed meal, the traveler is entitled to the sum of the remaining meal amounts and the full incidental portion of the M&IE. The traveler is not entitled to the incidental amount on days that all meals are provided.

E-Travel Online Training Enrollment

Rural Travel: Sep 21 - 10:30
Basic Training: Oct 12 - 1:30
Rural Travel: Oct 26 - 1:30
Basic Training: Nov 9 - 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.

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

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-travelaprvi@travelctm.com