

# State Travel Office News



## In The Spotlight

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### Special Point of Interest:

If a hotel rate exceeds \$300 per night, [AAM 60.240](#) applies requiring prior approval from the Director of Finance, Kim Garnero.

Please review [AAM 60.240](#) and what is required prior to requesting this approval.

Test your STO Knowledge  
\$25 Starbucks Card  
June Winner

Susan Chihuly  
DF&G Soldotna

Travel Desk Training,  
Travel Coordinator, and  
Process Improvement Meetings  
will not be scheduled for  
July or August.

## New STO Contract

The current contract with US-Travel for travel management services expires on November 4, 2009. The Department of Administration, Division of General Services, in conjunction with representatives from the State Travel Management Team (STMT), Fish and Game, and Health and Social Services, evaluated proposals for new travel management services.

A new travel management services contract was awarded on May 28, 2009 to USTravel. The initial term is for two years with the option to renew for three additional one-year terms.

USTravel and the STMT are currently working on changes to ResX, the online booking tool. Travelers identified by their departments as being able to book their own travel, all travel desks, and travel planners will be trained to use the new upgraded tool.

The booking request form will be discontinued once training on ResX is complete. Direct contact with USTravel via the telephone will be the alternate form of communication when not using the online booking tool. The fees will be structured to save the State money when using the online booking tool with no agent

intervention. Current users of the tool report overall satisfaction with the tool, but suggestions for improvement have been forwarded to the implementation team.

More information will be provided as the team works on the implementation of the new contract. Training will take place around the State and session times and places will be announced once they have been arranged.

**Special Point of Interest:**  
*Airport security check points require all footwear to be placed on the belt, not in a plastic bin.*

## More About Secure Flight

Secure Flight information, legal name, date of birth, and sex is collected prior to flight check-in and is passed on to Transportation Security Administration (TSA) 72 hours prior to flight departure to compare with their No Fly watch list. The airlines, travel agencies, and on-line booking tools are gearing up to expand name fields to accommodate long names.

At security check points, TSA is not checking for Secure Flight information. They are verifying that the name on the boarding pass matches the name on the government-issued ID.

STO future plans:

- STO will pass Secure Flight information to USTravel via ResX for travelers with a

profile. Profiles will be updated from the HR payroll system, AKPAY, from information supplied when hired. Legal name should match social security card and driver license.

- Individuals without a profile will need to provide Secure Flight information when making a reservation. The BRF and profile request forms are being updated to include necessary fields.
- STO will make an effort to match the HR name in the Secure Flight section and the legal name in the profile. The legal name in the profile is the name that goes on the ticket.

Future expectations for travel planners or travelers:

- Check profiles to verify legal name and Secure Flight

fields match. STO is waiting until airlines/reservations systems expand the name field and will advise when to start.

In preparation travelers and travel planners can:

- Compare name on ID used for travel against name in profile.
- Decide which name or variation of First, Middle, Last will be used and take steps to make travel documents match.

The STO will pass on new information as received. The STO cannot determine what name to use for ticketing purposes, but can tell you what the government is going to require to help make informed decisions.



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*My God! How little do my  
countrymen know  
what precious blessings they  
are in possession of,  
and which no other people on  
earth enjoy!*  
Thomas Jefferson

## Test Your STO Knowledge

There will be a random drawing for a prize from the answers submitted by July 15, 2009 to:  
[doa.dof.statetraveloffice@alaska.gov](mailto:doa.dof.statetraveloffice@alaska.gov)

1. What will be the two ways to book travel in the new STO contract?
2. What is the threshold for Director of Finance approval for lodging rates?
3. How can travelers and travel planner prepare for Secure Flight?
4. What documents are required for travel by air outside the U. S.?
5. What is a One Card?

Prize winnings from the contest are considered non-cash compensation, and will be included as W2 earnings.

## Passport Requirements

On June 1, 2009, the U.S. government implemented the full requirements of the land and sea phase of the Western Hemisphere Travel Initiative. The proposed rules require most U.S. citizens entering the United States at sea or land ports of entry to have a passport, passport card, or WHTI-compliant document.

U.S. citizens who board a cruise within the U.S., travel only within the Western Hemisphere, and return to the same U.S. port on the same ship may present a government-issued photo ID, along with proof of citizenship, such as an original or copy of their birth certificate, a Consular Report of Birth Abroad, or a Certificate of Naturalization issued by U.S. Citizenship and Immigration Services. A passport may still be required to enter for-

eign countries visited during the cruise.

All persons traveling by air outside of the United States will be required to present a passport or [other valid travel document](#) to enter or re-enter the U. S.

Persons traveling by **land and sea** outside of the United States are required to present a passport book, passport card, or other valid travel documents to enter or re-enter the United States. The [passport card](#) is valid only for land and sea travel, and not for air travel.

U.S. citizens under the age of 16 arriving by land or sea from a contiguous territory may also present an original or copy of their birth certificate, a Consular Report of Birth Abroad, or a Naturalization Certificate.

Groups of children ages 16 through 18, when traveling with a school or religious group, social organization, or sports team, will be able to enter under adult supervision with originals or copies of their birth certificates or other proof of citizenship.

See the Department of Homeland Security's <http://www.getyouhome.gov> for more information on the changing travel requirements.

**Note:** The passport requirement does NOT apply to U.S. citizens **traveling to or returning directly** from a U.S. territory. U.S. territories include American Samoa, Guam, Northern Mariana Islands, Puerto Rico, Swains Island and the U.S. Virgin Islands.

## Delta Goes Paperless

Last year Delta Air Lines, in conjunction with Transportation Security Administration (TSA), began testing paperless mobile check-in for customers traveling from New York LaGuardia to any U.S. destination.

Mobile check-in is now available in Atlanta, Minneapolis,

Las Vegas, Memphis, Cincinnati, and Salt Lake City.

Mobile check-in saves time by allowing travelers to download their boarding pass from anywhere, within 24 hours of departure, to a Web-enabled mobile device, such as a BlackBerry or iPhone.

The electronic boarding pass contains an encrypted barcode with traveler name and flight information.

At the airport travelers present their mobile device to TSA security screeners and airline gate agents who scan the barcode with a handheld device to verify authenticity.

## One Card Program

The [One Card Alaska credit card program](#) is a Visa card administered by the Systems Administration section of the Division of Finance, through a contract with U.S. Bank.

The One Card is to be used for all approved business travel expenses including the following allowable uses:

airline tickets, lodging, and rental car expense.

New employees can not obtain a One Card until their employee number is issued in the payroll system. Once the completed appointment paperwork is forwarded to the appropriate HR Service Center, HR staff

makes every effort to enter the information within three days of receipt. After this entry is completed, the process of issuing a One Card may continue.

