

RENTAL CARS (AAM 60.120)

The State of Alaska supports a mid-size or less car rental. Rental of a car larger than mid-size may be allowed when several travelers are traveling together or circumstances require the use of a larger car. Such situations must also be documented on the completed reimbursement form.

- All car rentals must be reserved and canceled through E-Travel.
- Travelers are generally not authorized to upgrade their rental cars at the airport. If a car upgrade is required for business or safety reasons, provide explanation on completed reimbursement form.
- Travelers are responsible for refueling rental cars prior to returning them to the rental car companies.
- Any liability coverage offered by the car rental company must be declined. If the contracted rental car company is not used where available, the user agency is responsible for any physical damages. The agency can transfer that risk back to the rental car company by selecting the Collision Damage Waiver (CDW) option.

Rental cars may be driven on State business only, and Risk Management self-insurance coverage applies only where the state contracted car is used on State business. State business includes usual travel related activity (restaurants, hotels, etc.), but does not extend to any personal deviations for individual traveler convenience. Refer to [AAM 60.080](#).

If there is damage to any rental car:

- Travelers are cautioned to never accept responsibility or admit liability.
- If the lessor requests information or payment, advise the lessor to contact the Department of Administration, Division of Risk Management.
- If there is personal injury or an accident, telephone the Division of Risk Management as soon as possible.

To contact Risk Management
Call (907) 465-2180 or FAX: (907) 465-3690

PRIVATELY OWNED VEHICLES (AAM 60.140)

A traveler may use a privately owned vehicle, such as auto, snowmobile, motorcycle, or boat when it is has been deemed in the best interest of the State by a department commissioner or designee. The approving official shall be responsible for substantiating that use of a privately owned vehicle is in the State's best interest. The traveler shall receive a mileage reimbursement equal to the miles entered in the mileage form with the established rates published on the Division of Finance web site at: http://doa.alaska.gov/dof/travel/resource/POV_Rate_Table.pdf

When a traveler uses a privately owned vehicle, the amount of reimbursement shall be limited to what the lowest available commercial alternative would have cost. Only mileage incurred

while in travel status is reimbursable or when an approving official deems it in the best interest of the State.

[AAM 60.150](#) contains additional requirements specific to the use of privately owned aircraft.

Where travel policies and collective bargaining agreement terms conflict, the terms of the bargaining agreement supersede.

TRAVEL EXPENSES AND REQUIRED RECEIPTS/DOCUMENTATION (AAM 60.220)

The following shall be attached to the reimbursement form when submitted for final payment:

- Final itinerary
- Itemized commercial lodging facility receipts (short-term per diem)
- Receipts for expenses (though receipts for expenses of \$50.00 or less are not required, they are strongly encouraged - total reimbursement of expenses without receipt is limited to \$75.00 per trip)
- ATM receipt for any cash advances
- Rental car agreement

Reimbursement of unsupported expenses may be disallowed. Fraudulent claims may be subject to disciplinary action.

THIRD PARTY REIMBURSEMENT (AAM 60.230)

Occasionally, a third party (outside entity) may agree to pay all or a part of a traveler's travel expenses. In such cases, the reimbursement form indicates the third party's involvement in the trip. The traveler is only entitled to reimbursement for travel expenses, per diem or other expense allowances, etc., in accordance with State policies and is to be paid by the State agency for which they are traveling and/or employed. A traveler may not accept honorariums as long as they are traveling for and representing the State.

The third party should be instructed to reimburse the State directly for the travel expenses to reduce potential tax consequences to the traveler. When this is not possible, any third party reimbursement made directly to the traveler for travel expenses, per diem, and/or meal allowances shall be turned over to the traveler's State agency for deposit into the State treasury.

PER DIEM ALLOWANCE

Per diem is comprised of **two parts**: lodging and M&IE. There are **two types** of per diem, short-term and long-term. The type is based upon the duration and type of lodging facility provided. Brief returns to the duty station for business or personal convenience do not disrupt the long-term status of the trip. Different per diem allowances apply where commercial facilities are not available. Where travel policies and collective bargaining agreement terms conflict, the terms of the bargaining agreement supersede.

A traveler is not entitled to any per diem if provided meals or lodging by the State or a third party with whom the State is conducting business.

Travelers are also not entitled to a lodging allowance if staying in their own dwelling (e.g., second residence), but may be entitled to M&IE on normal workdays.

LODGING TYPES AND RATES (AAM 60.240)

When overnight lodging is obtained, travelers are entitled to a lodging allowance:

- Short term – actual lodging cost
- Long term - \$45 per night in Alaska; 55% of federal lodging allowance outside Alaska
- Noncommercial - \$30 per night

Long-term lodging accommodations should be provided when the assignment is expected to be longer than 30 days at one location.

MEALS & INCIDENTAL EXPENSE ALLOWANCE (AAM 60.250)

Meal and incidental expense (M&IE) allowances and prorated M&IE allowances are used when the traveler is in travel status and the travel is of a nature which requires overnight lodging. The M&IE is to cover the cost of meals and necessary incidental expenses including tips, laundry expenses, etc. The appropriate M&IE for a day is the rate prescribed for the community in which the traveler is required to obtain overnight lodging. On the initial date of departure and the final date of arrival back to the duty station, the traveler will receive 75% of the daily M&IE, regardless of the time of departure/arrival.

Where travel policies and collective bargaining agreement terms conflict, the terms of the bargaining agreement supersede.

Occasionally, a traveler is provided with a meal while at a conference or meeting, or as part of a lodging package such as at bed and breakfast inns (and the State is paying for actual lodging costs). It is the responsibility of the traveler to accurately report consumed meals on the Travel Authorization expense report submitted for the M&IE allowance.

Short-term - M&IE for Alaska is \$60.00 for a full day in travel status. For rates in the contiguous United States (CONUS), see the federal per diem rates at the link provided on the Division of Finance web page.

Long-term or noncommercial - M&IE for Alaska is \$33.00 for a full day in travel status. Outside Alaska is 55% of federal CONUS.

TAXES RELATED TO TRAVEL (AAM 60.065)

Employees are responsible for making sure State or local sales taxes are not charged when using a State charge card for purchases in Alaska.

E-TRAVEL OFFICE POCKET GUIDE TO TRAVEL REGULATIONS



For more detailed guidelines,
Refer to [AAM 60](#) – Travel Policies

The travel regulations are established under [AS 39.20.160](#) to provide approval for travelers on State business and to provide reimbursement for actual and necessary expenses incurred by travelers while traveling on State business. State agencies and travelers are required to comply with these policies whenever traveling on State business and are prohibited from adopting their own policies that differ from statewide policies without the approval of the Commissioner of Administration

The policies apply uniformly to all travelers unless otherwise provided for by a collective bargaining agreement. Whenever there is a conflict between the Alaska Administrative Manual policies and a collective bargaining agreement, the relevant provisions of the collective bargaining agreement supersede.

E-Travel Office
PO Box 110204
Juneau, AK 99811-0204

1-866-762-8728 from outside Juneau
(907) 500-4292 in Juneau

Web Site:
statetravel.alaska.gov

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TRAVEL DEFINITIONS

CTS – Central Travel System account is a State credit card account used for the purchase of transportation such as rental cars, ferry or airline tickets.

Day Trip – Local travel or travel that is part of normal duties that does not include overnight lodging. For example, an inspector driving to various sites outside the normal duty station is on a day trip and not in travel status.

Duty Station – The city, town, or village within 50 miles of where the traveler spends the major portion of working time or the place to which the traveler returns on completion of special assignments.

Lodging Allowance – Portion of per diem that covers lodging. Generally, the actual cost of the traveler's hotel room unless otherwise stated in individual bargaining unit agreements.

M&IE – Meals and incidental expense allowance covers the cost of meals and incidentals such as tips and laundry expenses.

Other Authorized Expenses – Other expenses include costs for business telephone calls, parking fees, purchases of supplies, and other charges necessary to conduct the official business function.

Per Diem Allowance – Daily payment instead of reimbursement for actual expenses for lodging, meals, and incidental expenses.

Reimbursement Form – Support used to document and approve actual cost and details of travel for final reimbursement.

Residence – Location of primary dwelling. If the traveler has multiple residences, it is the residence that bears the most logical relationship to the duty station.

E- Travel Office – Staffed by the State Travel Manager, this office serves as the liaison between State agencies and the contracted travel agency.

Ticket Class – The lowest ticket class on a regularly scheduled airplane, ship, or train that is the most direct route to accomplish the business purpose of the travel.

Travel Planners – Individuals within a department that support travelers by making travel arrangements, explaining policies, ensuring travel is approved prior to purchase, and ensuring reimbursement occurs timely after travel is complete.

Travel Status – Travel status means traveling outside the boundaries of the duty station and eligibility for reimbursement under these policies.

Traveler – Anyone traveling on State business. Includes State officials and employees, as well as board or commission members, volunteers, or non-employees. Note that non-employee travel should be paid in accordance with these policies under a professional service contract when appropriate.

Unauthorized Expenses – Costs that are not necessary to conduct official State business are not authorized. For example, fines for traffic or parking violations, lost keys, lost airline tickets or similar expenses are not authorized and will not be reimbursed.

FIRST STEPS TO STATE TRAVEL Pre-approval (AAM 60.040)

The first step is to contact your travel planner and follow your agency's protocol for requesting travel. Your travel planner will either contact the contracted agency or use E-Travel Online to purchase your trip.

Pre-approval is required for essentials including purpose, destination, departure and return, total cost, and whether a personal deviation is requested. The level of approval depends on the destination. For travel within Alaska, prior approval is required from the traveler's immediate supervisor or designee. Travel to other states, British Columbia, and Yukon Territory requires an additional approval by the department's commissioner or designee. Travel outside the United States requires additional approval by the department's commissioner and the Governor's Office.

Travel Purchase Policies (AAM 60.050)

Once your trip is approved, your travel planner purchases the travel. You and your travel planner will receive a final itinerary with your transportation, hotel, and car rental information.

Reimbursable travel must be by the most direct route and efficient means. When traveling on State business, travelers must obtain the lowest ticket class fare ([AS 39.20.140](#)) unless:

- lowest ticket class is not available;
- waiting for lowest ticket class would cause a greater cost to the State;
- lowest ticket class is not in the best interest of the State.

Payment Methods (AAM 60.060)

Payment for transportation should be made using the traveler's State of Alaska One Card (CARD) or the agency's Central Travel System (CTS) account. Airfare with personal portion (companion coupons or deviations) is initially paid by traveler, with State reimbursing the cost of the minimum business itinerary or actual cost, whichever is less.

Within Alaska, payment for actual cost of lodging (not lodging allowances) should be made on the traveler's One Card, agency CTS or direct billed to the State. Payment for lodging allowance (predetermined amount per collective bargaining agreement or AAM for other than short-term) and M&IE should be made with traveler resources. State of Alaska direct payment for lodging is important because of ordinances which exempt State purchases from local sales taxes within Alaska.

TRAVEL ADVANCES AND REIMBURSEMENTS (AAM 60.070 & 60.210)

An advance of the estimated per diem allowance may be made to a traveler before traveling and is limited to 80% of estimated meals and incidental expenses.

Following the travel, trip costs are summarized and reimbursements calculated. Any amount due the traveler may be electronically deposited into the traveler's bank account. Any amount due the State may be deducted from an employee's paycheck or collected by personal check.

A traveler shall not receive an additional travel advance until the previous trip has been reconciled and closed out.

INTERRUPTION OR DEVIATION OF TRAVEL FOR TRAVELER CONVENIENCE (AAM 60.080)

Any interruption or deviation from the most direct and efficient means of travel for traveler convenience requires prior approval at the agency level by the appropriate supervisor or designee. Any additional time or expense resulting from an interruption or deviation for traveler convenience shall be borne solely by the traveler.

Travelers planning to combine personal and business travel should familiarize themselves with the [Personal Travel FAQs](#) on the travel website. These FAQs cover the following topics:

- Definition of personal travel deviation
- When to use the contracted travel agency or E-Travel Online
- Routing changes and trip extensions
- Requirement for State-authorized fare quotes
- Fees associated with a State-authorized fare quotes
- How much of the cost will be reimbursed (several examples are provided)
- When leave is required
- Personal deviation may affect workers' compensation coverage
- Interruption of personal leave away from the duty station

Voluntary denied boarding compensation, where the traveler voluntarily vacates his/her seat and takes a later flight, may be retained by a traveler. A traveler cannot volunteer for denied boarding on outbound flight unless the traveler has previously approved personal travel for the beginning of the travel period. Nor may a traveler volunteer for denied boarding if it may cause a delay in return to work. By accepting a voluntary bump on the return portion, the traveler puts himself on personal travel rather than State business. ***Travel status ends, no further per diem is allowed, and all State insurance coverage ceases for the duration of the trip.*** The traveler is responsible for any additional travel expenses caused by the voluntary action.

UNUSED TRANSPORTATION AND ACCOMMODATIONS (AAM 60.090)

When travelers' plans change, travelers shall release air, car, and hotel reservations within the time limits specified by carriers and hotels. The State shall not reimburse travelers for charges incurred as a result of failure to release accommodations.

Travelers shall submit any unused portion of air or ferry tickets with the reimbursement form. Travel planners may forward unused tickets to the contracted travel agency to process refunds. Fully refundable tickets are automatically refunded after 30 days.

AIRLINE DELAYS, RESCHEDULING, AND OVERHEADING (AAM 60.100)

When an airline assumes the cost of a traveler's lodging and/or meals due to airline delays or overheading, the traveler shall be paid up to the originally scheduled arrival time. When the airline does not assume the cost of a traveler's lodging and/or meals, the traveler shall be paid in the same manner as the rest of the trip.

Involuntary denied boarding compensation is payable to the State, not to the individual employee. If a traveler is performing official travel and a carrier denies a confirmed reserved seat on a plane, the traveler must submit to the department any payment received for liquidated damages. The traveler must ensure the carrier shows the "State of Alaska" as payee on the compensation. Any such compensation received must be submitted with the reimbursement form.

EXCESS BAGGAGE (AAM 60.110)

The State will only pay for excess personal and State baggage necessary to carry out official State business. Such baggage shall be transported by the most economical method.

AIRPORT SHUTTLE, COURTESY VAN, AND TAXI SERVICE (AAM 60.130)

When a traveler in travel status requires transportation either to or from an airport or ferry terminal, an airport shuttle, courtesy van, or taxi service is allowed. When departing on State travel, if a traveler uses a privately owned vehicle for transportation to or from an airport or ferry terminal, the Traveler is allowed mileage and up to seven days of parking reimbursement. The State does not pay tips or Alaska State or local taxes.

CONTRACTING FOR SUBSISTENCE (AAM 60.260)

The State may enter into agreements with vendors to furnish meals and lodging to travelers when in the best interest of the State.