



E-Travel News

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New E-Travel User Home Page

The E-Travel Online Dashboard has gone away and in its place is a new User Home Page. The User Home Page allows the user to enter search criteria for air, car, and hotel and provides a link to **Travel Preferences**.

The User Home Page has three new reference panels specific to the user:

1. **My Messages** - Provides existing information that is also found under the **Alerts** dropdown menu regarding notification of:

- Expiring and expired credit cards
- Expiring and expired passports
- Expiring unused tickets when applicable

If no messages are applicable for the active session, the message "You have no new messages" will display for the user.

2. **My Trips** - Provides only pending trip information, that is also found within the **Trip List**. This section contains:

- Up to three pending trips
- Trips are displayed in chronological order beginning with the earliest trip departure date
- The ability to view each trip by clicking on the icon next to it

- A link to **View All**, which takes the user to the **Trip List** that contains trips not listed here (Research, additional Pending, and Archived trips)
- The status of each trip (Reserved, Purchased, etc.)

If the user does not have any pending trips, the message "You have no pending trips" will be displayed.

3. **My Travel Dashboard** - Replaces the Travel Dashboard and remains a great resource for the following information regarding travel:

- Latest News
- State Resources
- Online Training
- Surveys
- Travel Tools



Each section can be minimized to show only the title bars. Users no longer have to click **Continue** to begin travel arrangements.

The Trip Planning Tabs (also called Super Tabs), previously located at the top right of the screen, have been removed. Super Tabs are viewable by selecting **View My Preferences** (top of home page) or **Start a New Trip** (from the Travel dropdown menu).

"Enjoy the little things, for one day you may look back and realize they were the big things."
Robert Brault



Special Note of Interest

A new **E-Travel Online Training Guide** is available to users and provides instructions on the following:

- Login to E-Travel Online
- Navigation through the tool
- Completing bookings for air, car, hotel, and the Rural Air / Ferry form
- Sending a Hotel Credit Card Authorization form
- Using a generic profile

This guide is posted on the [Travel web site](#) and in E-Travel Online on My Travel Dashboard.

E-Travel Online Training

Contact your [Department Travel Coordinators](#) to sign up.

Aug 12 10:00 am
Aug 26 10:00 am

See E-Travel Online User Home Page for more training opportunities.

24-Hour Hold Function

Alaska Airlines was one of the last airlines to discontinue allowing 24-hour hold reservations on their website.



Effective September 6, 2010 the 24-hour hold option will no longer be available in E-Travel Online. Research and purchase will be the only options for travelers and / or their travel planners.

Travelers, whose department allows them to 24-hour hold,

will be able to save their itinerary as research. Those who are allowed 24-hour hold and purchase, will be able to research and purchase.

Hotels and cars can continue to be reserved with or without air, as they are now.

E-Travel Office

USTRavel

E-Travel Online Help Desk
(907) 500-4290 / 877-500-4290
Email: e-travelhelp@ustravel.us

Reservation Call Center
(907) 500-4292 / 866-762-8728
FAX: (907) 465-8288
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Research

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ETMT

Sunny Israelson
State Travel Manager
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(907) 465-2447

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Email:
doa.dof.e-travel@alaska.gov

See us on the Web!

<http://statetravel.alaska.gov>



Travel E-Qs

There will be a random quarterly drawing in **October** for a prize from the answers submitted by August 15, 2010 to: doa.dof.e-travel@alaska.gov



1. How many pending trips display in My Trips on the User Home Page?
2. When will the 24-hour hold function no longer be available in E-Travel Online?
3. Under what conditions is it optional to book rural travel through USTRavel?
4. How do you change the date on Budget bookings in Anchorage, Fairbanks, or Juneau?
5. Where do you enter a request to use an unused ticket?

Contest prize winnings are considered non-cash compensation, and will be included as W2 earnings

Travel via Toll Roads

State travel outside of Alaska may require driving on toll roads. Some states, like [Colorado](#), use an express toll system that does not accept cash or credit card payments. The toll fee is deducted from a prepaid electronic device attached to the vehicle.

Vehicles without a prepaid electronic device will have their front and rear license plates photographed by camera sur-

veillance. A statement will be sent to the registered owner. Rental car agencies will charge the traveler's credit card for the toll fee plus an extra administrative fee for **each** toll charge.

For an additional charge, rental car agencies will provide a daily or weekly prepaid electronic device. The cost is less



than paying the extra administrative fees later.

Toll information can be found on individual rental car web sites ([hertz.com](#)) under services or products offered. Also, for Colorado, see [rental car toll-cost comparison](#). Be sure to check out road toll information before you go to avoid extra fees.

Tips & Tricks

Modifying a Budget reservation booked with the State contract rate

Car reservations booked using the Budget State contract rate in Anchorage, Fairbanks, or Juneau need to be cancelled and rebooked when changing the dates. Because the off-site location must be manually selected to obtain the State rate, the Modify/Search function is not able to automatically select the contract rate for the new date. The original reservation must be cancelled and rebooked when adding additional days to the current booking.

Unused ticket information in E-Travel Online

Unused ticket alerts will display under the main tool bar on the left-hand side. Click on the alert to see the airline, expiration date, and ticket value.

Notification of an available unused ticket and the value also displays in air availability, saved research, and trip itineraries not submitted for purchase.

To use an unused ticket, book the itinerary and enter the unused ticket information (airline, expiration date, and value) in the Special Instruction box that appears at time of purchase.

Booking Rural Air / Ferry

Travel to rural Alaska markets and for ferry reservations that include car and/or hotel must be booked in E-Travel Online or with USTRavel.

In E-Travel Online, there is a link to a Rural Air/Ferry form, located in the upper right-hand corner just above the AIR / CAR / HOTEL tabs.

Once car and/or hotel reservations are made in E-Travel Online, submit the completed form and USTRavel will add the rural air or ferry reservation to

the existing car/hotel itinerary.

When travel is for ferry only, air only to rural Alaska markets, or for travel from hubs not served by Alaska Airlines, such as Bethel, Nome, and Kodiak, the use of E-Travel is optional on specific carriers when a State form of payment is used.

See the [Service Information and Standards](#) for a list of carriers. Rural bookings on carriers not listed must be booked by USTRavel.

TSA Tip - Pack Smart

Packing smart will help get through the security check point faster.

Pack an organized carry-on bag using layers - a layer of clothes, then electronics, more clothes, and then other heavier items.

This will help the transportation security officer see what is in the bag. Innocent items can actually appear to be potential threats in an X-ray image, simply by the way they are packed

How To Pack



How NOT To Pack

