



E-Travel News

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Happy
Thanksgiving

Spring Forward - Fall Back

Daylight Savings time begins each year at 2:00 a.m. on the second Sunday in March and ends at 2:00 a.m. on the first Sunday in November.



Don't forget to set clocks back an hour on Sunday November 7.

E-Travel Online Training
Contact your [Department Travel Coordinators](#) to sign up.

November 10 10:00 am
November 24 10:00 am

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

AAM 60.120 Rental Cars

When necessary, the rental of a car may be authorized for travelers in travel status. 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.

- All car rentals must be reserved using 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, the reason must be documented on the travel authorization when it is finalized.
- Travelers are responsible for refueling rental cars prior to returning them to the rental car companies. If the rental car company refuels the

vehicle, a justifiable business purpose must be provided for incurring the additional cost.

All insurance offered by car rental companies must be declined by State travelers. By most laws, auto liability insurance (covering third party damage or injury claims) is provided by the car-rental company as owner of the vehicle. Excess auto liability coverage is provided through Risk Management for authorized business travel.



Rental cars may be driven on State business only, and Risk Management self-insurance coverage applies only where the 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 travel convenience. Refer to [AAM 60.080](#) Interruption or Deviation of Travel for Traveler Convenience.

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, at 907-465-2180.



Personal Property Liability

Recently, someone had their State-rented vehicle broken into and personal items stolen.

It is important to be aware that loss or damage to personal property is not covered by State or rental car insurance. Do not leave valuable personal items

unattended whether during a business trip or in any office work space.

Be mindful of State computers while traveling. They may contain material of a confidential nature and should never be left unattended.

Special Kudos!

To:
Dept. of Transportation

For obtaining a 74% adoption rate using E-Travel Online in September. To view your department's adoption rate, see the [Monthly Report of Adoption Rates](#).

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
Email: e-travelaprvl@ustravel.us

Research

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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 **December** for a prize from the answers submitted by November 15, 2010 to: doa.dof.e-travel@alaska.gov

1. What should a traveler do if their rental car is damaged?
2. Is loss or damage to personal property covered by State insurance?
3. How does advanced imaging technology enhance security?
4. What is the allowable quantity of carry on liquids?

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

New TSA Screening at Sea-Tac Airport

Sea-Tac Airport recently closed the north security checkpoint, closest to Alaska Airlines and concourse D, to reconfigure the area for installation of new full body image scanners.

Advanced imaging technology enhances security, without physical contact, by detecting both metal and non-metal threat items that may be concealed under layers of clothing.

TSA recommends that travelers remove certain accessories and all items from pockets, such as wallets, belts, bulky jewelry, money, keys, and cell phones.

Irregularity that appears on the image screen may require further inspection.

Travelers are directed into the imaging portal and asked to stand still while the scanner creates a full body image of the traveler. The image



resembles a fuzzy photo negative or chalk etching, depending on the machine type.

To protect the traveler's privacy, TSA Officers assisting travelers at the machine never

see the image. The image is evaluated by separate TSA Officers located in a secure resolution room away from the traveler. A privacy filter blurs the travelers face to protect their identity. The image scanners cannot store, print, transmit, or save images.

Signs are posted informing travelers how the scanners work and travelers may opt for a physical pat-down in lieu of the new image screening device.

As we express our gratitude, we must never forget that the highest appreciation is not to utter words, but to live by them.

John Fitzgerald Kennedy



Holiday Travel Tips

Thanksgiving week is the busiest travel time of the year. A combination of winter travel with numerous and infrequent travelers is enough to dampen anyone's holiday spirit. Some simple preplanning can make holiday travel more enjoyable.

Here are a few things to know in advance to help make a less stressful trip:

1. Pack early, keep it light, and do some holiday shopping after arrival. Don't be the one stumbling over too many stacked bags that just won't stay together!
2. Place address tags both on the outside and inside of all baggage and carry on items.
3. Do not wrap gifts. A security officer may need to open and inspect them.
4. Check departure and arrival times before heading out, and plan to arrive at the airport early to avoid heavy traffic and long lines.
5. Carry essentials in a carry on bag, including an ample supply of medication and an extra change of clothing. It could take several days to receive delayed luggage.
6. Carry on liquids, aerosols, and gels must be in containers of 3 ounces or less, and fit in a one quart, clear plastic zip-top bag - one bag per person.
7. Know what items are prohibited on planes. See the list on [TSA's website](#).
8. Make it fun by wearing holiday-themed accessories and listening to cheerful music.
9. Keep a positive attitude. Everyone is in a hurry and anxious to get there. Don't let someone else's irritation ruin it - let it go and enjoy the trip!



Tips & Tricks

Entering TSA Secure Flight Information

TSA Secure Flight information (traveler name, birth date, and sex) is required to be entered in a reservation prior to ticketing.

Previously the name fields only supported alpha characters. When symbols, such as hyphens and periods, were entered it caused the reservation to bump out of auto-ticketing within Apollo. USTRavel had to rescue the reservation, make the corrections, and issue the ticket for a \$4 surcharge.

RESX has fixed the problem to allow tickets to process. It is recommended not to enter special characters in TSA name fields since no other field supports these symbols. Custom text has been entered in E-Travel Online as a reminder.