



# E-Travel News

January 2013  
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## New Baggage-Check Policy and Amendments

The Federal Department of Transportation, Enhanced Passenger Protection Policy rules have changed the way baggage fees are charged when travel involves more than one carrier. As a result, effective January 15, 2013, Alaska Airlines will begin enforcing a new baggage-check policy for international travel. Delta Air Lines has postponed implementation and US Airways has since amended their policy. It is not known at this time if other carriers will initiate the new policy or have their own amended versions.

The new baggage-check policy affects those who are traveling on multiple carriers when separate tickets are issued for two or more carriers in the same itinerary as follows:



- Baggage will only be checked between the origin and destination points issued on a **single** ticket.
- If a second ticket is presented for travel beyond the destination of the first ticket and on a different carrier, baggage will need to be claimed at baggage claim at the connecting point and rechecked with the next carrier(s). Applicable baggage fees apply to each carrier as bags are checked.

On December 28, 2012, [Alaska Airlines amended their policy](#) to follow the above process for **international travel** only. Alaska Airlines will check bags, without additional fees to

another Alaska Airlines flight, where international travel is wholly on Alaska Airlines, Horizon Air, PenAir between Anchorage and Dutch Harbor, and SkyWest Flight series 3450-3499.

US Airways modified their process and they will check bags on multiple carriers with split tickets as long as the reservation is booked in the **same itinerary**, otherwise they will follow the process listed in the bullets above.

USTRavel and the E-Travel Management Team (ETMT) are working together to try to ease traveler inconvenience that may be caused by this process. USTRavel is handling each phone reservation accordingly by issuing one ticket for travel convenience when they can.

E-Travel Online automatically creates multiple tickets when more than one contract rate is selected in the itinerary. Contract rates apply to Alaska Airlines, Delta Air Lines, and ERA. A Final itinerary showing more than one ticket number would indicate that split tickets have been issued for the trip.

It is not known when or if other carriers will implement ANY variation of this new policy, but most trips booked in E-Travel Online should be okay at this time. When in doubt, call USTRavel to ask questions prior to booking a trip on multiple carriers. For policy related questions contact the E-Travel Management Team at [doa.dof.e-travel@alaska.gov](mailto:doa.dof.e-travel@alaska.gov).

The E-Travel Team, Contract Officers, and USTRavel are working with carriers to find ways to lessen the impact on travelers.

### Inside this issue:

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**Snowflakes**  
are one of nature's  
most fragile things,  
but just look at  
what they can do when  
they stick together.  
Vista M. Kelly

### E-TRAVEL FEES Effective JAN 7 - MAR 31

- **Assisted** \$19.67
- **Unassisted** \$ 9.12
- **Change/Refund** \$10.58



### E-Travel Online Training

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

January 17, 9:45 a.m.

See E-Travel Online's User Home Page for more training opportunities by USTRavel.



## New Year Resolutions

It's the New Year! Time, once again, to start the New Year out right! It's time to make those new year resolutions to lose weight, save money, find a new job, have a better marriage, find Mr. / Mrs. Right, be more organized, be more positive, and spend more time with the family, etc., etc., etc. These are all realistic resolutions, aren't they? Then, why do they reappear on the list every year?

How can it be different this year? Here are some ways accomplish that goal:

- Limit the number of resolutions
- Analyze the resolutions to identify what is truly realistic at this point in time

- Identify challenging roadblocks that could prevent the change
- Take it one day at a time
- Find a support system
- Replace the word "TRY" with "I WILL" for a stronger and more positive approach
- Keep a journal
- Focus on staying positive

The New Year has 365 days in it, so it is NEVER too late to make that change! The calendar is only full of days and numbers; a life is full of memories, love, peace and joy, so make each moment count. Make TODAY be the start of what you truly want your life to look and feel like. You CAN do it!



### Special Note of Interest

Effective January 1, 2013, the **standard mileage rates** approved by the Internal Revenue Service when utilizing privately owned vehicles for business purposes and nontaxable moving were raised to \$.565 and \$.24 per mile respectively. The Federal Government also increased the mileage rate for motorcycles to \$.535 and airplanes to \$1.33. Although these rates are not published in the AAM, new rates are published on forms that are linked within the travel and moving sections of the AAM.

## Alaska Airlines Contract

Alaska Airlines has extended the current contract through March 31, 2013. Current contract rates are loaded in E-Travel Online to March 31. It is recommended to hold off booking reservations for travel beyond March 31, if possible, in order to take advantage of future contract rates.



Travel E-Qs  
Quarterly Winner  
Starbucks gift card  
**Sondra Zimmer**  
LAW - Anchorage

## Unauthorized Reissues

**Kudos to Lance Brown (HSS) and Nancy Wojnowski (DPS)!** Lance and Nancy both spoke to the E-Travel Management Team regarding non-profiled travelers making unauthorized changes to their tickets. They asked if there was a way to prevent travelers from making these changes or from refunding their tickets without an approval. ETMT came up with a partial solution.

The following option has been added to the Reporting Information page for Generic Profile purchases in E-Travel Online.

<p><b>For Generic Profile bookings:</b> Is NON-PROFILED traveler authorized to make itinerary changes? (This message is sent to USTravel agents only-not to vendors)</p>	(select)
	(select)
	Yes, allowed to make changes without state approval No, NOT allowed to make changes without state approval

Selecting "Yes" or "No" displays the message in USTravel's reservation system. The agents will see the message in the traveler's itinerary and respond accordingly. There is not a way to prevent a traveler from making changes directly with the vendor, however many vendors tend to not exchange tickets issued by a travel agency.

## Travel E-Qs



There will be a random quarterly drawing in March for a prize from the answers submitted by January 15, 2013 to: [doa.dof.e-travel@alaska.gov](mailto:doa.dof.e-travel@alaska.gov).

1. Describe the two major baggage-check rules that go into effect on January 15 when split tickets are issued.
2. What is the Alaska Airlines baggage-check policy?
3. What standard mileage rates go into effect on January 1, 2013?
4. To what date has Alaska Airlines extended their current contract?
5. What option is available to help prevent non-profiled travelers from making unauthorized changes to their reservation?

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



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