



# E-Travel News

February 2013  
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## Anchorage Airport Parking

Diamond Airport Parking, near the Ted Stevens Anchorage International Airport, offers State of Alaska employees a special discount rate. The discount applies to business as well as personal travel for state employees. All that is required is to have proof of state employment.

Acceptable proof of state employment can be any of the following forms of identification:



State of Alaska employee badge, state travel itinerary, state-issued charge card (One Card), paystub, or a business card.

Daily discounted rates are \$7.50 for uncovered parking and \$10 for covered parking. This is up to \$5 savings off their regular daily rate. No other coupons or discounts may be combined with these rates unless specified.

When entering the parking lot, pull a ticket and keep the ticket in a secure place. The

state employee discount is provided upon departure from the parking lot. Present the ticket, along with proof of state employment, to the cashier at the check-out window to receive the discount.

Diamond Airport Parking offers a variety of services to their valued customers, such as:

- Free 24 hour on-demand shuttle service
- Free car wash
- A gated, secure and monitored, lighted lot
- Free newspaper and bottled water
- Electric plug-ins in the covered lot

See the [Diamond Airport Parking flyer](#) for more information and benefits.

Other facilities available for airport parking are the Anchorage Quick Airport Parking and Republic Parking (Park, Ride & Fly lot, Short - Term and Long-Term Parking).

### Inside this issue:

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### Special Point of Interest

The Transportation Security Administration (TSA) announced they will be removing the controversial airport body scanners that produce a nude body image by June, 2013.

## Alaska Airlines Baggage Policy Update

**\*\* Policy updated January 17, 2013 \*\***

Alaska Airlines reversed a recent policy change that would have restricted the ability to check bags to a final destination when separate tickets are presented at check-in for international travel.

The policy originally included all travel on separate tickets, then later was amended to include only international travel.

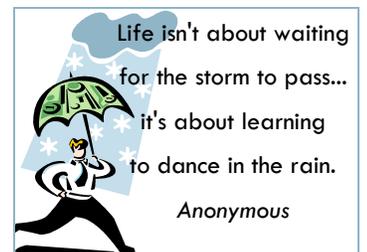
While Alaska Airlines recommends traveling on one ticket, they recognize this isn't always possible. Alaska Airlines will continue to check

baggage to a traveler's final destination when separate tickets are presented at check-in.

When travelling internationally with multiple tickets, the international carrier's rules and fees will apply. For travel within the United States, the baggage rules and fees of the carrier on the ticket being used at the bag-check location will apply.



For more baggage-check information, view Alaska Airlines [Checked Baggage Policy](#).



### E-Travel Online Training

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

February 14 - 9:45 a.m.

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

## Personal Use of State Vehicles

The annual memorandum regarding employee's [Personal Use of State Vehicles](#) has been updated and posted on the Division of Finance web page.

The memorandum explains that personal use of a state vehicle is a taxable benefit to the employee and must be reported on an employee's W-2. The memorandum outlines the employee's responsibility to keep adequate records to provide evidence of the use (business/personal), and the various valuation methods that are acceptable by the IRS.

Two other resources are available that provide more information regarding policies related to the use of state vehicles.

- The Alaska Administrative Manual, Fringe Benefit Section - [AAM 320.300 State Vehicle Usage](#).
- The DOTPF Policies and Procedures, Chapter 11 Statewide Equipment Fleet, [Section 11.04.010 Use and Storage of State Vehicles and Equipment](#) (includes attachments A – E).



Employees utilizing state vehicles should review these resources to ensure that they are aware of the policies surrounding the use of state provided vehicles, the documentation required, and the taxable consequences.

## Seattle Airline Realignment Project

The Seattle Tacoma International Airport is in the first phase of a major airline realignment project. American, Frontier, and JetBlue Airlines are the first to move their ticket counters.

The realignment is due to airline mergers and associated consolidations that make it necessary for individual airline operations to shift gate, ticket counter, and office locations within the airport.

The project goal is to align ticket counters with the proper baggage systems to transfer bags to the new gate location and to allow passen-

gers to be closer to their gate destination.

Alaska Airlines will move gates from concourse D to become the sole user of the north satellite. They will continue their operation in Concourse C. This move, along with affected carriers, is expected to take place in May.



## Beware of Email Phishing Scams

The FBI has warned that new malware making the rounds is embedded within faux emails from American Airlines claiming to send ticket order confirmations. The email features the American Airlines logo and an HTML skin with a button to click. Do not click the button. Clicking the button installs a Trojan virus on your computer.

Although this phishing email looks similar to official American Airlines emails, it is lacking the professional formatting of a legitimate email.

Most *fake* emails can be identified by spelling and grammatical errors. Passing your cursor over the link can reveal the actual URL, but don't click on it. Check it carefully as there may only be small differences. Don't open any unexpected email attachments or hyperlinks in emails if you are unsure.

Be cautious whenever receiving an unexpected email. If necessary, contact the business or person who sent it for verification. Many malicious emails have one objective - to steal your personal information.

## Travel E-Qs



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

1. What do you need to receive an employee discount at Diamond Airport Parking?
2. Will Alaska Airlines check bags to final destination when the traveler holds split tickets?
3. What does the memorandum for Personal Use of State Vehicles state is the employees responsibility to do?
4. Where will Alaska Airlines gates be located at the SEA TAC airport in May?

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



Don't forget your Valentine!



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