



# E-Travel News

August 2013  
 Volume 5, Issue 8

## AAM 60.250 (Prorated M&IE Allowances)

The [State of Alaska Per Diem Rates](#) and the prorated short and long term [State of Alaska Meal and Incidental Rates](#) are published on the Division of Finance website. A traveler must be in travel status at least three consecutive hours during a meal period to be entitled to the M&IE for that meal. On the days of departure and return, the traveler receives a prorated M&IE based upon scheduled flight (or other common carrier) departure and actual return times as follows:

Departure Time	Before 9:01 AM	Before 2:01 PM	Before 11:01 PM
M&IE	Breakfast	Lunch and Dinner	Dinner
Return Time	12:00 (Noon)	Before 5:00 PM	After 4:59 PM
M&IE	Breakfast	Breakfast and Lunch	Full Day



This table factors in a two-hour check-in period for departures and one hour for luggage retrieval upon arrival. In circumstances where the traveler is required by the carrier to report to the terminal more than two hours prior to departure (such as for international flights), the traveler is to note in the travel authorization the additional time required by the airline and the traveler's actual check-in time. In the above table, this additional time (beyond two hours) is added to the departure time to determine the allowable prorated M&IE. For example, if required check-in time is three hours before flight time, "Before 9:01 AM" departure time would be adjusted to "Before 10:01 AM."

When travelers drive to a destination, on the days of departure and return, the travelers are entitled to prorate M&IE when they are in travel status at least three consecutive hours during a normal meal period.

## New E-Travel FAQs

Two new [FAQs](#) have been added to the E-Travel website under the Rental Cars and the Reimbursements sections.

### [RENTAL CARS:](#)

**Can employees who have restrictions on their driver's license rent a vehicle?**

This determination is made by the car rental company. The restriction code "J" means the driver is not allowed to purchase alcohol. This may not pose an issue to the vendor. However, if the restriction is "C" (requires a breathalyzer before driving) the vendor may not rent the vehicle because they do not have the equip-

ment necessary to meet the license restriction requirement. If employees have any of these restrictions on their license, they are encouraged to verify the car rental policy prior to their trip.

### [REIMBURSEMENTS:](#)

**Will the state reimburse employees for the cost of renting a Global Positioning System (GPS)?**

No, the state will not pay for the cost of a GPS. The use of a GPS is considered a personal choice, as alternative mapping options are available.

### Inside this issue:

- AAM 60.250 (Prorated M&IE Allowances)
- New E-Travel FAQs
- One Round Trip Reservation per Ticket
- In the News
- Tips and Tricks
- Travel E-Qs

A perfect summer day  
 is when the sun is shining,  
 the breeze is blowing,  
 the birds are singing, and  
 the lawn mower is broken.

~James Dent



### E-Travel Online Training

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

August 15 9:30 a.m.  
 August 29 9:30 a.m.

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

### E-Travel Satisfaction Survey

This quarterly [survey](#) is open until September 6, 2013. If you have made travel arrangements by phone or in the booking tool, please use the survey to provide your valuable feedback.

## One Round Trip Reservation per Ticket

E-Travel Online's Multi-Destination Search option provides the ability to build up to seven legs of travel in one itinerary. This function is meant for trips that have multiple stops or stopovers in ONE ROUND TRIP reservation. The multi-destination function is not intended for booking multiple round trips (journeys) in one ticket. A ticket is intended for a single journey.

The practice of putting multiple journeys on the same ticket is not a defined industry practice and is not allowed. Most carriers follow [Section 4.3 of the ARC Industry Agents Handbook](#) which states, "Unlimited segments are allowed as long as the PNR contains only one round trip. More than one round trip in the itinerary must be separated and booked in different PNRs. Each



passenger must have a separate ticket for each round trip."

Booking multiple journeys in the same ticket may cause certain taxes and fees to be incorrectly collected. Travelers may also be negatively impacted when itinerary changes, such as a cancellation or reissue, are made after the original ticket is issued. Carriers will cancel the entire reservation when they find multiple journeys in the same record and will issue debit memos.

USTRavel catches many of these reservations in advance, however, since the booking tool is a "touchless" system, USTRavel cannot catch them all. It is important to ensure that each booking contains only one round trip per itinerary.

## In the News

**Delta and Food & Wine to Launch "The Cabin Pressure Cook Off: The Search for the Next Delta Chef"** - Delta Air Lines is partnering with FOOD & WINE to create an original culinary competition video series, called "The Cabin Pressure Cook Off," to find its newest chef. The winning chef will consult with Delta on menus for flights departing Atlanta. Four former FOOD & WINE Best New Chefs winners will compete in the custom video series. To read more, click [here](#).

**FAA Expected to Relax Ban On In-Flight Electronics** - The Federal Aviation Administration is expected to relax the ban on use of some types of electronic devices at low altitude and on runways. For travelers, the new rules will

likely mean an end to familiar restrictions to turn off and stow all electronic devices. (Source: [Fox News](#))

**Alaska Airlines Baggage and Change Fee Increase** - Effective for tickets purchased on or after October 30, 2013, the checked baggage fee will increase to \$25 for the first and second bag, and \$75 for each additional bag. The fee for overweight or oversized bags will increase to \$75 per bag. The fee to change or cancel a ticket will increase to \$125 per person, per change. Unlimited changes will be allowed for no change fees up until 60 days prior to ticketed flight departure. See [Alaskaair.com](#) for more details.

## Tips and Tricks

The Transportation Security Administration (TSA) provides Redress Numbers to qualifying applicants who may encounter misidentification from TSA watch-list matching.

The TSA Pre Check program provides Known Traveler Numbers to eligible applicants to grant the traveler an expedited screening process when allowable.

TSA Redress Numbers and TSA Known Traveler Numbers may be entered into a traveler's profile in the Personal Information section.

It is important that no other information be input in these two TSA fields, such as phone numbers or vendor frequent traveler numbers. Erroneous data entered may cause issues during the purchase process or TSA screening.

## Travel E-Qs



There will be a random quarterly drawing in September for a prize from the answers submitted by August 14, 2013 to: [doa.dof.e-travel@alaska.gov](mailto:doa.dof.e-travel@alaska.gov).

1. The M&E table for Departure Time factors in a two-hour check-in time. How is the time adjusted when a carrier requires a three-hour check-in?
2. Will the state reimburse for the cost of renting a GPS?
3. How many round trips may be included on one ticket?
4. What day will Alaska Airlines baggage and name change fees go into effect?
5. What may result from inputting a mileage number in the profile in a TSA Known Traveler box?

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



We're on the Web!

<http://statetravel.alaska.gov>

## E-Travel Office

### ETMT

Kathy Adair  
State Travel Manager  
(907) 465-6534

Carmen Phelps  
Accountant IV  
(907) 465-2447

FAX: (907) 465-3798

Email: [doa.dof.e-travel@alaska.gov](mailto:doa.dof.e-travel@alaska.gov)

### USTRavel

**E-Travel Online Help Desk**  
(907) 500-4290 / 877-500-4290  
Email: [e-travelhelp@ustravel.com](mailto:e-travelhelp@ustravel.com)

**Reservation Call Center**  
(907) 500-4292 / 866-762-8728  
FAX: (907) 465-8288  
Email: [e-travelaprvi@ustravel.com](mailto:e-travelaprvi@ustravel.com)

**Research**  
Email: [soaresearch@ustravel.com](mailto:soaresearch@ustravel.com)