

In This Issue:

- 2016 E-Travel Lodging Program
- Search by Schedule Function
- RAVN Alaska and Rural Carriers
- 2016 Mileage Rate Change
- E-Travel Information

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2016 E-Travel Lodging Program

The hotel industry expects domestic lodging rates to increase between 3-5% in 2016. Hotel rates have been on the rise for the past few years and comes at a time when departments face budget constraints that directly affect travel budgets statewide.

With these factors in mind, and the help of Corporate Travel Management (CTM), the State revamped the current Preferred Hotel Program with the intent to award only to properties that would offer competitive annual pricing with additional amenities, such as free parking, shuttles, and breakfast, to achieve a greater value for every dollar spent. This year CTM sent solicitation to hotels in the State's four largest markets; Anchorage, Fairbanks, Juneau, and Bethel.

As proposals came in from

various hotels, it became clear there are several influences that affect the rates offered and they vary by market. Through CTM negotiations, a group of hotel properties agreed to rate structures that are expected to keep hotel spend flat over the previous year-over-year increase.

The State Preferred Hotels will be reflected in E-Travel with a star rating that reflects the negotiated rates.

Star 5: properties have offered a single annual rate at or below the low season GSA Rate with Last Room Availability.

Star 4: properties have offered two rates at or below the two seasonal GSA Rates with Last Room Availability.

Star 3: properties have offered seasonal rates at or below GSA Rates but with

limited rooms per night.

No Star: properties have offered competitive pricing with respect to standard published rates, however the rate exceeds the seasonal GSA Rate and may not offer Last Room Availability.

If a travel itinerary can benefit from selecting a Star 5, 4, or 3 hotel (in this order) then the particular property should be selected with limited exceptions. Selection behavior will be reviewed on a quarterly basis for compliance.

E-Travel Online will present the properties in star order with all other properties listed afterwards. There will be times when a Preferred Hotel may offer a lower than negotiated rate and that rate should be selected. CTM is in the process of working with hotels as they load rates for 2016.

*HAPPY
NEW YEAR
2016!*



Search by Schedule Function

If you have had trouble locating a specific flight or itinerary in E-Travel Online try using the "Shop by Schedule" option on the home page from the start .

If you have already started the search and flight options are displayed, select the Search by Schedule link, which is located on the left side of the page above the itinerary options.

RAVN Alaska and Rural Carriers

In early December, changes were made to the booking tool and Service Standards to clarify a misconception about booking RAVN Alaska in rural travel markets.

Some travel arrangers are under the impression that RAVN is required because it is the only carrier option displayed in E-Travel. This is incorrect.

Rural carriers are not in E-Travel because they do not have the same seat capacity of RAVN and other larger

carriers to sell inventory in the Global Distribution System.

To help clarify, a popup was added to E-Travel to alert users that carriers other than RAVN may be available in

the market they are searching with instructions to contact CTM for options and pricing.

Most rural carriers must be booked through CTM to ensure certificate and licensing requirements have been met and are current. There is a small list of carriers that have Medallion Carrier Certificates, which can be booked outside of E-Travel.

The section of the [Service Standards](#), *When is E-Travel Optional*, has been updated.



2016 Mileage Rate Change

Effective January 1, 2016, the standard mileage rates approved by the [Internal Revenue Service](#) when utilizing privately owned vehicles for business purposes and non-taxable moving decreased to \$.54 and \$.19 per mile respectively.

The [POV Rate Table](#) will be updated to reflect the change.

The following forms, located under [All Forms](#) on the Division of Finance webpage, will also be updated.

- ◆ Mileage Form
- ◆ Travel Authorization Form with Request
- ◆ Moving Expense Reimbursement Payroll Report.

E-Travel Information

Throughout 2015, GetThere focused enhancement efforts to update all pages of the booking tool for a consistent user experience.

In the upcoming months, the training material will be updated to reflect the changes.

The most recent update in early December included disabling some security protocols used by web browsers. The change was necessary because of recent Payment Card Industry Data Security Standards that protect payment data.

If you receive an error when attempting to log into E-Travel, please contact your IT department with a request

to disable standard security technology and migrate to modern encryption protocol. If your IT department has questions, please direct them to the [E-Travel Management Team](#).

Please take a few minutes to let us know how we are doing
 doing
 E-Travel Program
[Quarterly Survey](#)

E-Travel Online Training Enrollment

Search Function: Jan 19 - 10:30
 Trip Change: Jan 26 - 10:30
 Rural Vendors and CTS: Feb 9 10:30
 Basic Training: Feb 25 9:30

- Login to [LearnAlaska](#)
- Enter *etravel* in the search box.
- Select desired training course
- Select desired training date
- Select [Enroll](#)

To access the WebEx and phone bridge on training day, login to LearnAlaska within 15 minutes of the start of the session.

After Hours Service

We don't operate a "follow the sun" after hours service. When you call CTM after hours, your call will be answered by a CTM representative in your area.



E-Travel Management

Danielle Meier
 State Travel Manager
 907-465-6534

Carmen Phelps
 Accountant IV
 907-465-2447

doa.dof.e-travel@alaska.gov
<http://statetravel.alaska.gov>

Corporate Travel Management

Online Help Desk
 877-500-4290 / 907-500-4290
e-travelhelp@travelctm.com

Reservation Call Center
 866-762-8728 / 907-500-4292
e-travelaprvl@travelctm.com