

**State of Alaska
FY2016 Governor Amended Operating
Budget**

**Department of Administration
E-Travel
Component Budget Summary**

Component: E-Travel

Contribution to Department's Mission

The E-Travel Management Team provides travel services for the executive branch of State government.

Results

(Additional performance information is available on the web at <https://omb.alaska.gov/results>.)

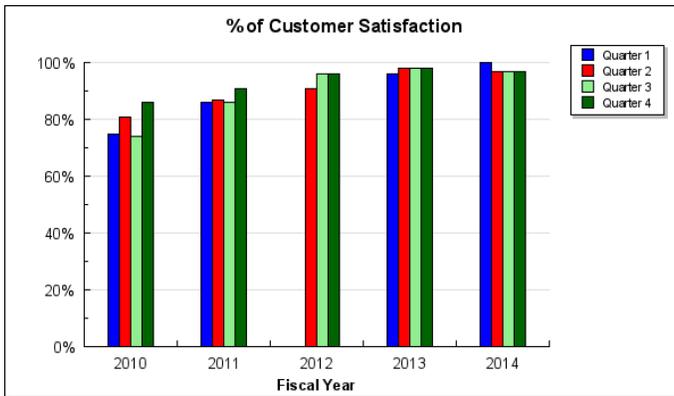
Core Services

- Administer E-Travel program serving travelers within the executive branch including Medicaid beneficiaries.
- Manage relationships with providers of travel services to ensure the state is receiving the greatest possible value for its travel expenditures.

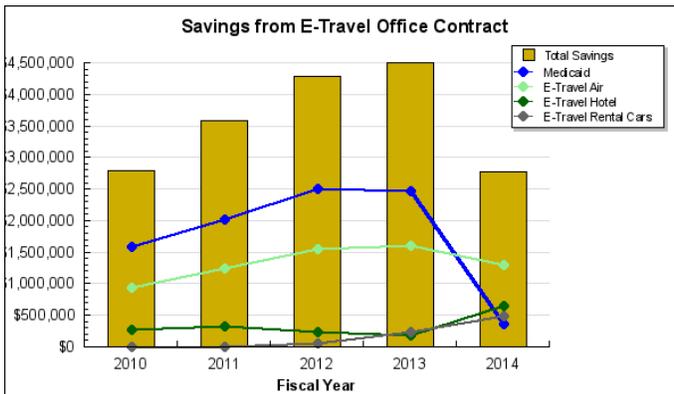
Measures by Core Service

(Additional performance information is available on the web at <https://omb.alaska.gov/results>.)

1. Administer E-Travel program serving travelers within the executive branch including Medicaid beneficiaries.



2. Manage relationships with providers of travel services to ensure the state is receiving the greatest possible value for its travel expenditures.



Major Component Accomplishments in 2014

- Executive branch employee travel savings of \$2,662,877 and Medicaid beneficiary travel savings of \$342,004

after contract fees.

- Use of GetThere booking tool to clearly display Western States Contract Alliance hotel properties as State preferred which contribute \$704,667 in lodging savings and \$573,315 in vehicle rental savings for Executive branch travel.
- Unused tickets are visible in the booking tool. Staff managed to assure timely reissues, refunds, or name changes which resulted in a savings of \$862,204.

Key Component Challenges

Managed Travel - Consistent and efficient management of travel expenditures is the objective of a managed travel program. This includes management reporting and policy compliance:

- Travel coordinators using the quarterly non-compliance report to identify trends and individuals that are not in compliance with policy and bringing this analysis to those with authority to effect behavior change.
- Adhering to market share contract requirements in order to maintain contract discounts for all Alaska Airlines travel.
- Administrative staff time spent reconciling to the minimum business itinerary to determine payment responsibility for personal deviation beyond the business destination.
- Rural travel reservations are not centralized in the Global Distribution System and require agent assistance to book directly with individual carriers, thus limiting the available reporting.

Significant Changes in Results to be Delivered in FY2016

A Computer Based Training module will be released that allows self-paced and on-demand training opportunities for the booking tool GetThere with shortcuts, tips and tricks, along with a rural travel module that allows carrier selection between rural locations to expedite agent assistance booking.

Statutory and Regulatory Authority

AS 36.30.005 Centralization of Procurement Authority
AS 39.20.110-190 Travel Regulations.

Contact Information
<p>Contact: Scot Arehart, Division Director, Finance Phone: (907) 465-3435 Fax: (907) 465-2169 E-mail: scot.arehart@alaska.gov</p>

**E-Travel
Component Financial Summary**

All dollars shown in thousands

	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	180.3	251.4	256.7
72000 Travel	2.3	5.0	5.0
73000 Services	2,444.5	2,607.1	2,591.2
74000 Commodities	0.9	25.0	25.0
75000 Capital Outlay	0.0	0.0	0.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	2,628.0	2,888.5	2,877.9
Funding Sources:			
1004 General Fund Receipts	31.1	31.2	15.5
1007 Interagency Receipts	2,596.9	2,857.3	2,862.4
Funding Totals	2,628.0	2,888.5	2,877.9

Estimated Revenue Collections

Description	Master Revenue Account	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
Unrestricted Revenues				
Interagency Receipts	51015	66.7	0.0	0.0
Unrestricted Total		66.7	0.0	0.0
Restricted Revenues				
Interagency Receipts	51015	2,596.9	2,857.3	2,862.4
Restricted Total		2,596.9	2,857.3	2,862.4
Total Estimated Revenues		2,663.6	2,857.3	2,862.4

**Summary of Component Budget Changes
From FY2015 Management Plan to FY2016 Governor Amended**

All dollars shown in thousands

	<u>Unrestricted Gen (UGF)</u>	<u>Designated Gen (DGF)</u>	<u>Other Funds</u>	<u>Federal Funds</u>	<u>Total Funds</u>
FY2015 Management Plan	31.2	0.0	2,857.3	0.0	2,888.5
Adjustments which continue current level of service:					
-FY2016 Salary Increases	0.2	0.0	5.4	0.0	5.6
-FY2016 Health Insurance Rate Reduction	0.0	0.0	-0.3	0.0	-0.3
Proposed budget decreases:					
-Reduce Telecommunication and Maintenance Costs	-5.9	0.0	0.0	0.0	-5.9
-Reduce Contractual Services	-10.0	0.0	0.0	0.0	-10.0
FY2016 Governor Amended	15.5	0.0	2,862.4	0.0	2,877.9

E-Travel Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2015 Management Plan	FY2016 Governor Amended		
Full-time	2	2	Annual Salaries	166,011
Part-time	0	0	COLA	5,585
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	91,034
			<i>Less 2.26% Vacancy Factor</i>	(5,930)
			Lump Sum Premium Pay	0
Totals	2	2	Total Personal Services	256,700

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant IV	0	0	1	0	1
State Travel Manager	0	0	1	0	1
Totals	0	0	2	0	2

Component Detail All Funds
Department of Administration

Component: E-Travel (AR11727) (2966)
RDU: Centralized Administrative Services (13)

	FY2014 Actuals	FY2015 Conference Committee	FY2015 Authorized	FY2015 Management Plan	FY2016 Governor Amended	FY2015 Management Plan vs FY2016 Governor Amended	
71000 Personal Services	180.3	251.4	251.4	251.4	256.7	5.3	2.1%
72000 Travel	2.3	5.0	5.0	5.0	5.0	0.0	0.0%
73000 Services	2,444.5	2,607.1	2,607.1	2,607.1	2,591.2	-15.9	-0.6%
74000 Commodities	0.9	25.0	25.0	25.0	25.0	0.0	0.0%
75000 Capital Outlay	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
77000 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
78000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Totals	2,628.0	2,888.5	2,888.5	2,888.5	2,877.9	-10.6	-0.4%
Fund Sources:							
1004Gen Fund (UGF)	31.1	31.2	31.2	31.2	15.5	-15.7	-50.3%
1007I/A Rcpts (Other)	2,596.9	2,857.3	2,857.3	2,857.3	2,862.4	5.1	0.2%
Unrestricted General (UGF)	31.1	31.2	31.2	31.2	15.5	-15.7	-50.3%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	2,596.9	2,857.3	2,857.3	2,857.3	2,862.4	5.1	0.2%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	3	2	2	2	2	0	0.0%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	0	0	0	0	0	0	0.0%

Change Record Detail - Multiple Scenarios with Descriptions
Department of Administration

Component: E-Travel (2966)
RDU: Centralized Administrative Services (13)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2015 Conference Committee To FY2015 Authorized *****												
FY2015 Conference Committee												
	ConfCom	2,888.5	251.4	5.0	2,607.1	25.0	0.0	0.0	0.0	2	0	0
1004 Gen Fund		31.2										
1007 I/A Rcpts		2,857.3										
Subtotal		2,888.5	251.4	5.0	2,607.1	25.0	0.0	0.0	0.0	2	0	0
***** Changes From FY2015 Authorized To FY2015 Management Plan *****												
Subtotal		2,888.5	251.4	5.0	2,607.1	25.0	0.0	0.0	0.0	2	0	0
***** Changes From FY2015 Management Plan To FY2016 Governor Amended *****												
FY2016 Salary Increases												
	SalAdj	5.6	5.6	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		0.2										
1007 I/A Rcpts		5.4										
Cost of living adjustment for certain bargaining units: \$5.6												
Year three cost of living adjustment for Alaska State Employees Association/General Government Unit - 2.5%: \$3.1												
Year three cost of living adjustment for Alaska Public Employees Association/Supervisory Unit - 2.5%: \$2.5												
FY2016 Health Insurance Rate Reduction												
	SalAdj	-0.3	-0.3	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1007 I/A Rcpts		-0.3										
Select Benefits health insurance rate reduction from \$1,371 to \$1,346: \$-0.3												
Reduce Telecommunication and Maintenance Costs												
	Dec	-5.9	0.0	0.0	-5.9	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-5.9										
A general fund reduction will be achieved through a reduction in telecommunication and maintenance services. There will be minimal impact.												
Reduce Contractual Services												
	Dec	-10.0	0.0	0.0	-10.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-10.0										
A general fund reduction will be absorbed in the contractual line through a reduction in services from other agencies or outside vendors.												

Change Record Detail - Multiple Scenarios with Descriptions
Department of Administration

Component: E-Travel (2966)
RDU: Centralized Administrative Services (13)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
	Totals	2,877.9	256.7	5.0	2,591.2	25.0	0.0	0.0	0.0	2	0	0

Personal Services Expenditure Detail
Department of Administration

Scenario: FY2016 Governor Amended (12201)
Component: E-Travel (2966)
RDU: Centralized Administrative Services (13)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Months	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	UGF Amount
02-4092	State Travel Manager	FT	1	GP	Juneau	205	20B / C	12.0		71,734	2,413	0	41,619	115,766	8,046
02-4093	Accountant IV	FT	A	GP	Juneau	205	20L / M	12.0		94,277	3,172	0	49,415	146,864	0
													Total Salary Costs:	166,011	
													Total COLA:	5,585	
													Total Premium Pay::	0	
													Total Benefits:	91,034	
													Total Pre-Vacancy:	262,630	
													Minus Vacancy Adjustment of 2.26%:	(5,930)	
													Total Post-Vacancy:	256,700	
													Plus Lump Sum Premium Pay:	0	
													Personal Services Line 100:	256,700	
Total Component Months:		24.0													

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	8,046	7,864	3.06%
1007 Interagency Receipts	254,584	248,836	96.94%
Total PCN Funding:	262,630	256,700	100.00%

Note: If a position is split, an asterisk (*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (**) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

Line Item Detail
Department of Administration
Travel

Component: E-Travel (2966)
RDU: Centralized Administrative Services (13)

Line Number	Line Name		FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
72000	Travel		2.3	5.0	5.0
Expenditure Account			FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
	Servicing Agency	Explanation			
72000 Travel Detail Totals			2.3	5.0	5.0
72110	Employee Travel (Instate)	Employee instate travel	0.0	1.0	1.0
72410	Employee Travel (Out of state)	Employee out of state travel	2.3	4.0	4.0

Line Item Detail
Department of Administration
Services

Component: E-Travel (2966)

RDU: Centralized Administrative Services (13)

Line Number	Line Name			FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
73000	Services			2,444.5	2,607.1	2,591.2
Expenditure Account	Servicing Agency	Explanation		FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
73000 Services Detail Totals				2,444.5	2,607.1	2,591.2
73025	Education Services	Training and conference fees		1.8	1.8	1.8
73150	Information Technlgy	Information technology		0.3	2.0	2.0
73156	Telecommunication	Telecommunications		0.0	10.0	5.0
73225	Delivery Services	Courier and freight charges		0.0	1.0	1.0
73450	Advertising & Promos	Advertising and promotional publications		0.1	0.3	1.0
73525	Utilities	Destruction of confidential materials		0.0	1.0	1.0
73650	Struc/Infstruct/Land	Repair and maintenance costs		0.0	1.0	1.0
73675	Equipment/Machinery	Repair and maintenance of office equipment		0.0	6.6	6.6
73750	Other Services (Non IA Svcs)	Other service costs		2,393.0	2,443.9	2,472.1
73805	IT-Non-Telecommunication	Enterprise Technology Services	Enterprise Productivity Rate (EPR) - Computer Services	2.0	2.2	2.5
73806	IT-Telecommunication	Enterprise Technology Services	Enterprise Productivity Rate (EPR) - Telecommunications and telephone line costs	4.7	3.5	5.0
73809	Mail	Central Mail	Costs for central mail room services	0.0	0.7	1.0
73811	Building Leases	Leases	State Facility Rent	3.4	64.0	20.0
73814	Insurance	Risk Management	Services provided by Risk Management	0.1	0.1	1.0
73815	Financial	Finance	Chargeback costs from the Division of Finance	0.8	0.9	1.0
73816	ADA Compliance	Personel	ADA compliance	0.1	0.0	1.0
73819	Commission Sales (IA Svcs)	E-Travel	US Travel service fees	0.0	0.1	0.1
73827	Safety (IA Svcs)	Facilities	Safety services	0.1	0.0	0.1
73979	Mgmt/Consulting (IA Svcs)	Admin	Commissioners Office, Administrative Services and Information Technology (IT) desktop chargeback for	38.1	68.0	68.0

Line Item Detail
Department of Administration
Services

Component: E-Travel (2966)

RDU: Centralized Administrative Services (13)

Expenditure Account	Servicing Agency	Explanation	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
			73000 Services Detail Totals	2,444.5	2,607.1
		services			2,591.2

Line Item Detail
Department of Administration
Commodities

Component: E-Travel (2966)
RDU: Centralized Administrative Services (13)

Line Number	Line Name		FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
74000	Commodities		0.9	25.0	25.0
			FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
Expenditure Account	Servicing Agency	Explanation			
74000 Commodities Detail Totals			0.9	25.0	25.0
74200	Business	Business and office supplies	0.9	25.0	25.0

Unrestricted Revenue Detail
Department of Administration

Component: E-Travel (2966)
RDU: Centralized Administrative Services (13)

Master Account	Revenue Description				FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
51015	Interagency Receipts				66.7	0.0	0.0
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
59020	Administration			11100	66.7	0.0	0.0

Restricted Revenue Detail
Department of Administration

Component: E-Travel (2966)
RDU: Centralized Administrative Services (13)

Master Account	Revenue Description				FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
51015	Interagency Receipts				2,596.9	2,857.3	2,862.4
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
59015	Office Of The Governor Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	1.4	3.5	3.5
59020	Administration			11100	0.0	0.0	70.0
59020	Administration Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	25.9	35.0	35.0
59026	State Travel Office Receipts Interagency receipts for travel management services throughout the state executive branch		2400270	11100	2,499.5	2,670.4	2,605.5
59030	Law Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	1.7	3.5	3.5
59040	Revenue Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	1.2	4.0	4.0
59050	Education Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	4.1	5.0	5.0
59060	Health & Social Svcs Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	17.7	36.0	36.0
59070	Labor Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	2.1	8.5	8.5
59080	Commrc & Econmc Dev Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	1.7	4.5	4.5

Restricted Revenue Detail
Department of Administration

Component: E-Travel (2966)
RDU: Centralized Administrative Services (13)

Master Account	Revenue Description				FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
51015	Interagency Receipts				2,596.9	2,857.3	2,862.4
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
59090	Military & Vet Affrs Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	2.1	5.0	5.0
59100	Natural Resources Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	5.4	11.8	11.8
59110	Fish & Game Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	6.0	14.0	14.0
59120	Public Safety Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	6.8	17.5	17.5
59180	Environmental Consvn Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	2.7	8.0	8.0
59200	Corrections Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	6.7	14.5	14.5
59250	Dotpf Op, Tpb,& Othr Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	11.9	16.1	16.1

**Interagency Services
Department of Administration**

Component: E-Travel (2966)
RDU: Centralized Administrative Services (13)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended	
73805	IT-Non-Telecommunication	Enterprise Productivity Rate (EPR) - Computer Services	Intra-dept	Enterprise Technology Services	2.0	2.2	2.5
73805 IT-Non-Telecommunication subtotal:				2.0	2.2	2.5	
73806	IT-Telecommunication	Enterprise Productivity Rate (EPR) - Telecommunications and telephone line costs	Intra-dept	Enterprise Technology Services	4.7	3.5	5.0
73806 IT-Telecommunication subtotal:				4.7	3.5	5.0	
73809	Mail	Costs for central mail room services	Intra-dept	Central Mail	0.0	0.7	1.0
73809 Mail subtotal:				0.0	0.7	1.0	
73811	Building Leases	State Facility Rent	Intra-dept	Leases	3.4	64.0	20.0
73811 Building Leases subtotal:				3.4	64.0	20.0	
73814	Insurance	Services provided by Risk Management	Intra-dept	Risk Management	0.1	0.1	1.0
73814 Insurance subtotal:				0.1	0.1	1.0	
73815	Financial	Chargeback costs from the Division of Finance	Intra-dept	Finance	0.8	0.9	1.0
73815 Financial subtotal:				0.8	0.9	1.0	
73816	ADA Compliance	ADA compliance	Intra-dept	Personel	0.1	0.0	1.0
73816 ADA Compliance subtotal:				0.1	0.0	1.0	
73819	Commission Sales (IA Svcs)	US Travel service fees	Intra-dept	E-Travel	0.0	0.1	0.1
73819 Commission Sales (IA Svcs) subtotal:				0.0	0.1	0.1	
73827	Safety (IA Svcs)	Safety services	Intra-dept	Facilities	0.1	0.0	0.1
73827 Safety (IA Svcs) subtotal:				0.1	0.0	0.1	
73979	Mgmt/Consulting (IA Svcs)	Commissioners Office, Administrative Services and Information Technology (IT) desktop chargeback for services	Intra-dept	Admin	38.1	68.0	68.0
73979 Mgmt/Consulting (IA Svcs) subtotal:				38.1	68.0	68.0	
E-Travel total:				49.3	139.5	99.7	
Grand Total:				49.3	139.5	99.7	