

State of Alaska FY2017 Governor's 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>.)

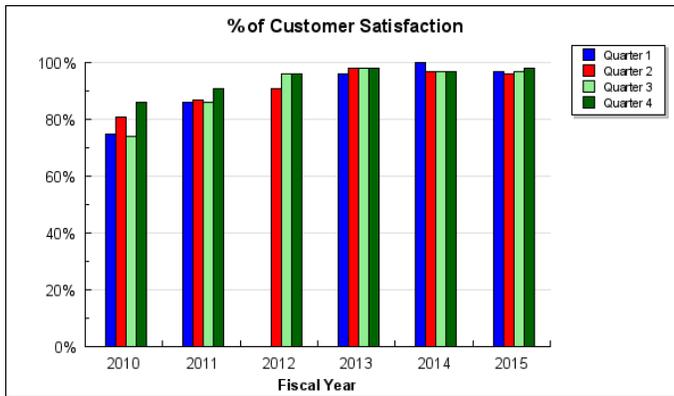
Core Services

- 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.

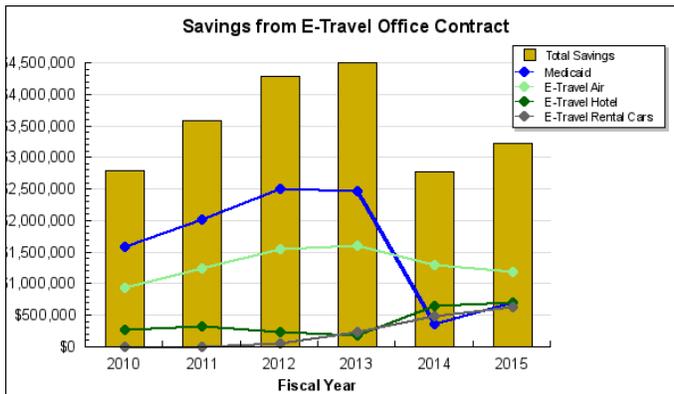
Measures by Core Service

(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 2015

- Seek a verifiable annual program savings greater than \$3 million which was achieved.

- Travel booking tool provides contract rates for air fare, lodging, and rental cars with travel policy controls.
- Unused tickets are visible in the booking tool for reissuance to the same or other approved traveler.
- Released computer based training that allows self-paced and on-demand training for the booking tool with shortcuts, tips, and tricks.
- Achieve an online adoption rate of 80% for purchasing travel through the booking tool which has a significantly lower fee than agent assist.

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 discounts.
- Administrative staff time spent reconciling to the minimum business itinerary to determine payment responsibility for personal deviation beyond the business destination.
- Rural air carriers and lodging properties are not consistently available in the Global Distribution System (GDS) and require agent assistance to complete travel reservations.

Significant Changes in Results to be Delivered in FY2017

Seek to leverage Integrated Resource Information System (IRIS) workflow for travel approval process and recording of travel expenditure details to improve management reporting for effective policy and procedure decisions.

Statutory and Regulatory Authority

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

Contact Information
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E-Travel Personal Services Information				
Authorized Positions			Personal Services Costs	
	<u>FY2016</u> <u>Management</u> <u>Plan</u>	<u>FY2017</u> <u>Governor</u>		
Full-time	2	2	Annual Salaries	173,678
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	93,391
			<i>Less 1.94% Vacancy Factor</i>	(5,169)
			Lump Sum Premium Pay	0
Totals	2	2	Total Personal Services	261,900

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant IV	0	0	1	0	1
Program Coordinator II	0	0	1	0	1
Totals	0	0	2	0	2

Component Detail All Funds
Department of Administration

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

Non-Formula Component

	FY2015 Actuals	FY2016 Conference Committee	FY2016 Authorized	FY2016 Management Plan	FY2017 Governor	FY2016 Management Plan vs FY2017 Governor	
71000 Personal Services	156.4	256.9	256.9	256.9	261.9	5.0	1.9%
72000 Travel	0.1	5.0	5.0	5.0	5.0	0.0	0.0%
73000 Services	2,507.6	2,575.7	2,575.7	2,575.7	2,570.7	-5.0	-0.2%
74000 Commodities	0.0	25.0	24.8	24.8	24.8	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	2,664.1	2,862.6	2,862.4	2,862.4	2,862.4	0.0	0.0%
Fund Sources:							
1004Gen Fund (UGF)	31.2	0.2	0.0	0.0	0.0	0.0	0.0%
1007I/A Rcpts (Other)	2,632.9	2,862.4	2,862.4	2,862.4	2,862.4	0.0	0.0%
Unrestricted General (UGF)	31.2	0.2	0.0	0.0	0.0	0.0	0.0%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	2,632.9	2,862.4	2,862.4	2,862.4	2,862.4	0.0	0.0%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	2	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 FY2016 Conference Committee To FY2016 Authorized *****												
FY2016 Conference Committee												
ConfCom		2,862.6	256.9	5.0	2,575.7	25.0	0.0	0.0	0.0	2	0	0
1004 Gen Fund		0.2										
1007 I/A Rcpts		2,862.4										
Reduce Supply Purchases												
Unalloc		-0.2	0.0	0.0	0.0	-0.2	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-0.2										
This reduction will be absorbed through a decrease in services or supplies.												
Subtotal		2,862.4	256.9	5.0	2,575.7	24.8	0.0	0.0	0.0	2	0	0
***** Changes From FY2016 Management Plan To FY2017 Governor *****												
Align Authority to Comply with Vacancy Factor Guidelines												
LIT		0.0	5.0	0.0	-5.0	0.0	0.0	0.0	0.0	0	0	0
The E-Travel office will continue to reduce spending in services to meet vacancy factor guidelines.												
Reverse to Correct for Negative Fund Source												
SalAdj		0.2	0.2	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		0.2										
Restore UGF FY2016 Salary Increases because cuts taken in other expenditure lines.												
Reverse FY2016 One-Time Unrestricted General Fund Salary Adjustments in FY2017 Budget Request												
SalAdj		-0.2	-0.2	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-0.2										
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												
Totals		2,862.4	261.9	5.0	2,570.7	24.8	0.0	0.0	0.0	2	0	0

Personal Services Expenditure Detail
Department of Administration

Scenario: FY2017 Governor (12995)
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	Program Coordinator II	FT	A	GP	Juneau	205	20C / D	12.0		76,181	0	0	43,028	119,209	0
02-4093	Accountant IV	FT	A	GP	Juneau	405	20M	12.0		97,497	0	0	50,363	147,860	0
													Total Salary Costs:	173,678	
													Total COLA:	0	
													Total Premium Pay::	0	
													Total Benefits:	93,391	
													Total Pre-Vacancy:	267,069	
													Minus Vacancy Adjustment of 1.94%:	(5,169)	
													Total Post-Vacancy:	261,900	
													Plus Lump Sum Premium Pay:	0	
													Personal Services Line 100:	261,900	
Total Component Months:		24.0													

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1007 Interagency Receipts	267,069	261,900	100.00%
Total PCN Funding:	267,069	261,900	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		FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
72000	Travel		0.1	5.0	5.0
Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
72000 Travel Detail Totals			0.1	5.0	5.0
72110	Employee Travel (Instate)	Employee instate travel	0.1	1.0	1.0
72410	Employee Travel (Out of state)	Employee out of state travel	0.0	4.0	4.0

Line Item Detail
Department of Administration
Services

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

Line Number	Line Name		FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
73000	Services		2,507.6	2,575.7	2,570.7
Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
73000 Services Detail Totals			2,507.6	2,575.7	2,570.7
73025	Education Services	Training and conference fees	0.0	1.8	1.8
73150	Information Technlgy	Information technology	0.4	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	0.3
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	2,465.9	2,443.7	2,443.7
73805	IT-Non-Telecommunication	Enterprise Technology Services Enterprise Productivity Rate (EPR) - Computer Services	1.3	2.2	2.2
73806	IT-Telecommunication	Enterprise Technology Services Enterprise Productivity Rate (EPR) - Telecommunications and telephone line costs	2.9	3.7	3.7
73809	Mail	Central Mail Costs for central mail room services	0.0	0.7	0.7
73811	Building Leases	Leases State Facility Rent	5.5	32.6	32.6
73814	Insurance	Risk Management Services provided by Risk Management	0.0	0.1	0.1
73815	Financial	Finance Chargeback costs from the Division of Finance	0.7	0.9	0.9
73816	ADA Compliance	Personnel Chargeback from the Division of Personnel	0.1	0.0	0.0
73819	Commission Sales (IA Svcs)	E-Travel US Travel service fees	0.0	0.1	0.1
73827	Safety (IA Svcs)		0.1	0.0	0.0
73979	Mgmt/Consulting (IA Svcs)	Admin Commissioners Office, Administrative Services and Information Technology (IT) desktop chargeback for	30.6	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	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
73000 Services Detail Totals			2,507.6	2,575.7	2,570.7
		services			

Line Item Detail
Department of Administration
Commodities

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

Line Number	Line Name		FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
74000	Commodities		0.0	24.8	24.8
Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
		74000 Commodities Detail Totals	0.0	24.8	24.8
74200	Business	Business and office supplies	0.0	24.8	24.8

Restricted Revenue Detail
Department of Administration

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

Master Account	Revenue Description				FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
51015	Interagency Receipts				2,632.9	2,862.4	2,862.4
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
59015	Office Of The Governor Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	0.9	3.5	3.5
59020	Administration Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	27.1	105.0	105.0
59026	State Travel Office Receipts Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	2,552.1	2,605.5	2,605.5
59030	Law Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	1.4	3.5	3.5
59040	Revenue Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	0.9	4.0	4.0
59050	Education Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	3.2	5.0	5.0
59060	Health & Social Svcs Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	13.8	36.0	36.0
59070	Labor Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	1.9	8.5	8.5
59080	Commrc & Economc Dev Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	1.5	4.5	4.5
59090	Military & Vet Affrs Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	1.2	5.0	5.0

Restricted Revenue Detail
Department of Administration

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

Master Account	Revenue Description				FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
51015	Interagency Receipts				2,632.9	2,862.4	2,862.4
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
59100	Natural Resources Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	3.9	11.8	11.8
59110	Fish & Game Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	4.8	14.0	14.0
59120	Public Safety Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	4.7	17.5	17.5
59180	Environmental Consvn Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	1.8	8.0	8.0
59200	Corrections Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	4.9	14.5	14.5
59250	Dotpf Op, Tpb,& Othr Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	8.8	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	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor	
73805	IT-Non-Telecommunication	Enterprise Productivity Rate (EPR) - Computer Services	Intra-dept	Enterprise Technology Services	1.3	2.2	2.2
73805 IT-Non-Telecommunication subtotal:				1.3	2.2	2.2	
73806	IT-Telecommunication	Enterprise Productivity Rate (EPR) - Telecommunications and telephone line costs	Intra-dept	Enterprise Technology Services	2.9	3.7	3.7
73806 IT-Telecommunication subtotal:				2.9	3.7	3.7	
73809	Mail	Costs for central mail room services	Intra-dept	Central Mail	0.0	0.7	0.7
73809 Mail subtotal:				0.0	0.7	0.7	
73811	Building Leases	State Facility Rent	Intra-dept	Leases	5.5	32.6	32.6
73811 Building Leases subtotal:				5.5	32.6	32.6	
73814	Insurance	Services provided by Risk Management	Intra-dept	Risk Management	0.0	0.1	0.1
73814 Insurance subtotal:				0.0	0.1	0.1	
73815	Financial	Chargeback costs from the Division of Finance	Intra-dept	Finance	0.7	0.9	0.9
73815 Financial subtotal:				0.7	0.9	0.9	
73816	ADA Compliance	Chargeback from the Division of Personnel	Inter-dept	Personnel	0.1	0.0	0.0
73816 ADA Compliance subtotal:				0.1	0.0	0.0	
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)		Inter-dept		0.1	0.0	0.0
73827 Safety (IA Svcs) subtotal:				0.1	0.0	0.0	
73979	Mgmt/Consulting (IA Svcs)	Commissioners Office, Administrative Services and Information Technology (IT) desktop chargeback for services	Intra-dept	Admin	30.6	68.0	68.0
73979 Mgmt/Consulting (IA Svcs) subtotal:				30.6	68.0	68.0	
E-Travel total:				41.2	108.3	108.3	
Grand Total:				41.2	108.3	108.3	