

State of Alaska FY2015 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>.)

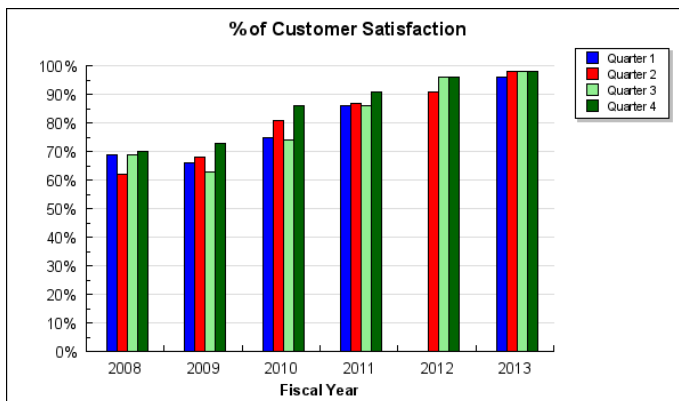
Core Services

- Administer E-Travel program serving travelers within the executive branch including Medicaid beneficiaries.
- Report information about state travel purchases to all interested parties.
- 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. Report information about state travel purchases to all interested parties.

3. 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 2013

- Medicaid beneficiary travel savings of \$2,466,431 and Executive branch employee travel savings of \$2,027,255.
- Successful implementation of the GetThere booking tool that simplified the reservation/purchase of online travel; including multi-destination trips, duplicating itinerary for multiple travelers, trip templates, and express vehicle checkout.
- Use of GetThere to clearly display Western States Contract Alliance (WSCA) hotel properties as state preferred which help contribute \$183,178 in lodging savings. In addition, the Budget and WSCA vehicle contract rates being available in the booking tool for ease of use contributed \$235,292 in savings.
- Unused tickets are visible in the booking tool and carefully managed to assure timely reissues and refunds, which resulted in a savings of \$59,547.
- Mt. Edgecumbe High School (MEHS) participated in group discount travel through E-Travel which contributed a savings of \$44,570.

Key Component Challenges

Managed Travel - Consistent and efficient management of travel expenditures is the objective and purpose of managed travel administered by the Department of Administration. This includes management reporting and/or correct program compliance:

- Travel coordinators using the quarterly non-compliance report to identify trends and individuals that are not in compliance 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.

Significant Changes in Results to be Delivered in FY2015

No significant changes in results to be delivered in FY2015.

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
Component Financial Summary**

All dollars shown in thousands

	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	171.6	325.7	251.4
72000 Travel	0.6	5.0	5.0
73000 Services	2,332.8	2,607.1	2,607.1
74000 Commodities	0.0	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	2,505.0	2,962.8	2,888.5
Funding Sources:			
1004 General Fund Receipts	31.0	31.1	31.2
1007 Interagency Receipts	2,474.0	2,931.7	2,857.3
Funding Totals	2,505.0	2,962.8	2,888.5

Estimated Revenue Collections

Description	Master Revenue Account	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
Unrestricted Revenues				
None.		0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0
Restricted Revenues				
Interagency Receipts	51015	2,474.0	2,931.7	2,857.3
Restricted Total		2,474.0	2,931.7	2,857.3
Total Estimated Revenues		2,474.0	2,931.7	2,857.3

**Summary of Component Budget Changes
From FY2014 Management Plan to FY2015 Governor**

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>
FY2014 Management Plan	31.1	0.0	2,931.7	0.0	2,962.8
Adjustments which will continue current level of service:					
-Reverse Alaska State Employees Association One-Time Payment Sec22f Ch14 SLA2013 (HB65) and Sec12 Ch15 SLA2013 (HB66)	0.0	0.0	-1.0	0.0	-1.0
-FY2015 Health Insurance and Working Reserve Rate Reductions	0.0	0.0	-1.0	0.0	-1.0
-FY2015 Salary Increases	0.1	0.0	2.7	0.0	2.8
Proposed budget decreases:					
-Delete Long-Term Vacant Position (02-4095)	0.0	0.0	-75.1	0.0	-75.1
FY2015 Governor	31.2	0.0	2,857.3	0.0	2,888.5

**E-Travel
Personal Services Information**

Authorized Positions			Personal Services Costs	
	FY2014 Management Plan	FY2015 Governor		
Full-time	3	2	Annual Salaries	162,954
Part-time	0	0	COLA	2,194
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	89,883
			<i>Less 1.42% Vacancy Factor</i>	(3,631)
			Lump Sum Premium Pay	0
Totals	3	2	Total Personal Services	251,400

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)

	FY2013 Actuals	FY2014 Conference Committee	FY2014 Authorized	FY2014 Management Plan	FY2015 Governor	FY2014 Management Plan vs FY2015 Governor	
71000 Personal Services	171.6	324.7	325.7	325.7	251.4	-74.3	-22.8%
72000 Travel	0.6	5.0	5.0	5.0	5.0	0.0	0.0%
73000 Services	2,332.8	2,607.1	2,607.1	2,607.1	2,607.1	0.0	0.0%
74000 Commodities	0.0	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	2,505.0	2,961.8	2,962.8	2,962.8	2,888.5	-74.3	-2.5%
Fund Sources:							
1004Gen Fund (UGF)	31.0	31.1	31.1	31.1	31.2	0.1	0.3%
1007I/A Rcpts (Other)	2,474.0	2,930.7	2,931.7	2,931.7	2,857.3	-74.4	-2.5%
Unrestricted General (UGF)	31.0	31.1	31.1	31.1	31.2	0.1	0.3%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	2,474.0	2,930.7	2,931.7	2,931.7	2,857.3	-74.4	-2.5%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	3	3	3	3	2	-1	-33.3%
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 FY2014 Conference Committee To FY2014 Authorized *****												
FY2014 Conference Committee												
	ConfCom	2,961.8	324.7	5.0	2,607.1	25.0	0.0	0.0	0.0	3	0	0
1004 Gen Fund		31.1										
1007 I/A Rcpts		2,930.7										
Alaska State Employees Association One-Time Payment Sec22f Ch14 SLA2013 (HB65) and Sec12 Ch15 SLA2013 (HB66)												
	Atrin	1.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1007 I/A Rcpts		1.0										
The Alaska State Employees Association, representing the general government unit, negotiated a lump sum payment of \$755 less mandatory deductions, per employee in pay status on July 1, 2013. The lump sum will be paid in the second pay period of August 2013.												
Subtotal		2,962.8	325.7	5.0	2,607.1	25.0	0.0	0.0	0.0	3	0	0
***** Changes From FY2014 Authorized To FY2014 Management Plan *****												
Subtotal		2,962.8	325.7	5.0	2,607.1	25.0	0.0	0.0	0.0	3	0	0
***** Changes From FY2014 Management Plan To FY2015 Governor *****												
Reverse Alaska State Employees Association One-Time Payment Sec22f Ch14 SLA2013 (HB65) and Sec12 Ch15 SLA2013 (HB66)												
	OTI	-1.0	-1.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1007 I/A Rcpts		-1.0										
Reverse one-time funding for a negotiated lump sum payment to employees in the general government unit, represented by the Alaska State Employees Association, in pay status on July 1, 2013.												
FY2015 Health Insurance and Working Reserve Rate Reductions												
	SalAdj	-1.0	-1.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1007 I/A Rcpts		-1.0										
FY2015 budget reduction for decrease in the AlaskaCare health insurance premium and working reserve rates: \$-1.0												
Working reserve rate decrease from 3.94% to 3.56%: Leave Cash-In = 2.17%, Terminal Leave = 1.03%, Unemployment Insurance = 0.36% : \$-0.8												
AlaskaCare health benefit decrease from \$1,389 to \$1,371: \$-0.2												
Delete Long-Term Vacant Position (02-4095)												
	Dec	-75.1	-75.1	0.0	0.0	0.0	0.0	0.0	0.0	-1	0	0
1007 I/A Rcpts		-75.1										

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	
Delete vacant full-time State Travel Office Assistant (02-4095), range 17, located in Juneau												
FY2015 Salary Increases												
	SalAdj	2.8	2.8	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		0.1										
1007 I/A Rcpts		2.7										
Cost of living allowance for certain bargaining units: \$2.8												
Year two cost of living allowance for Alaska State Employees Association/General Government Unit - 1%: \$1.8												
Year two cost of living allowance for Alaska Public Employees Association/Supervisory Unit - 1%: \$1.0												
Totals		2,888.5	251.4	5.0	2,607.1	25.0	0.0	0.0	0.0	2	0	0

Personal Services Expenditure Detail
Department of Administration

Scenario: FY2015 Governor (11059)
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	GF Amount
02-4092	State Travel Manager	FT	A	SS	Juneau	205	20A / B	12.0		71,742	966	0	41,482	114,190	7,936
02-4093	Accountant IV	FT	A	GP	Juneau	205	20L	12.0		91,212	1,228	0	48,401	140,841	0
02-4095	State Travel Office Assistant	FT	A	GP	Juneau	205	17A	10.0		0	0	0	0	0	0
													Total Salary Costs:	162,954	
													Total COLA:	2,194	
													Total Premium Pay:	0	
													Total Benefits:	89,883	
													Total Pre-Vacancy:	255,031	
													Minus Vacancy Adjustment of 1.42%:	(3,631)	
													Total Post-Vacancy:	251,400	
													Plus Lump Sum Premium Pay:	0	
													Personal Services Line 100:	251,400	
Total Component Months:		24.0													

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	7,936	7,823	3.11%
1007 Interagency Receipts	247,095	243,577	96.89%
Total PCN Funding:	255,031	251,400	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		FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
72000	Travel		0.6	5.0	5.0
Expenditure Account			FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
	Servicing Agency	Explanation			
72000 Travel Detail Totals			0.6	5.0	5.0
72110	Employee Travel (Instate)	Employee instate travel	0.6	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		FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
73000	Services		2,332.8	2,607.1	2,607.1
Expenditure Account	Servicing Agency	Explanation	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
73000 Services Detail Totals			2,332.8	2,607.1	2,607.1
73025	Education Services	Training and conference fees	0.2	1.8	1.8
73150	Information Technlgy	Information technology	1.8	2.0	2.0
73156	Telecommunication	Telecommunications	0.0	10.0	10.0
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	2,278.7	2,443.9	2,443.9
73805	IT-Non-Telecommunication	Enterprise Technology Services Enterprise Productivity Rate (EPR) - Computer Services	1.7	2.2	2.2
73806	IT-Telecommunication	Enterprise Technology Services Enterprise Productivity Rate (EPR) - Telecommunications and telephone line costs	5.6	3.5	3.5
73809	Mail	Central Mail Costs for central mail room services	0.0	0.7	0.7
73811	Building Leases	Leases State Facility Rent	2.3	64.0	64.0
73814	Insurance	Risk Management Services provided by Risk Management	0.1	0.1	0.1
73815	Financial	Finance Chargeback costs from the Division of Finance	0.8	0.9	0.9
73816	ADA Compliance	Personel 0.2	0.2	0.0	0.0
73819	Commission Sales (IA Svcs)	E-Travel US Travel service fees	0.0	0.1	0.1
73979	Mgmt/Consulting (IA Svcs)	Admin Commissioners Office, Administrative Services and Information Technology (IT) desktop chargeback for services	41.3	68.0	68.0

Line Item Detail
Department of Administration
Commodities

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

Line Number	Line Name		FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
74000	Commodities		0.0	25.0	25.0
			FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
Expenditure Account	Servicing Agency	Explanation			
74000 Commodities Detail Totals			0.0	25.0	25.0
74200	Business	Business and office supplies	0.0	25.0	25.0

Restricted Revenue Detail
Department of Administration

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

Master Account	Revenue Description				FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
51015	Interagency Receipts				2,474.0	2,931.7	2,857.3
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
59015	Office Of The Governr Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	1.3	3.5	3.5
59020	Administration Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	86.0	35.0	35.0
59026	State Travel Office Receipts Interagency receipts for travel management services throughout the state executive branch		2400270	11100	2,318.7	2,744.8	2,670.4
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	1.4	4.0	4.0
59050	Education Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	4.5	5.0	5.0
59060	Health & Social Svcs Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	17.0	36.0	36.0
59070	Labor Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	2.9	8.5	8.5
59080	Commrc & Economc Dev Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	1.6	4.5	4.5
59090	Military & Vet Affrs Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	1.7	5.0	5.0

Restricted Revenue Detail
Department of Administration

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

Master Account	Revenue Description				FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
51015	Interagency Receipts				2,474.0	2,931.7	2,857.3
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
59100	Natural Resources Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	5.2	11.8	11.8
59110	Fish & Game Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	6.6	14.0	14.0
59120	Public Safety Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	8.2	17.5	17.5
59180	Environmental Consvn Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	3.3	8.0	8.0
59200	Corrections Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	7.4	14.5	14.5
59250	Dotpf Op, Tpb,& Othr Interagency receipts for travel management services throughout the state executive branch	Department-wide	2400270	11100	6.8	16.1	16.1

Inter-Agency Services
Department of Administration

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

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2013 Actuals	FY2014		
					Management Plan	FY2015 Governor	
73805	IT-Non-Telecommunication	Enterprise Productivity Rate (EPR) - Computer Services	Intra-dept	Enterprise Technology Services	1.7	2.2	2.2
				73805 IT-Non-Telecommunication subtotal:	1.7	2.2	2.2
73806	IT-Telecommunication	Enterprise Productivity Rate (EPR) - Telecommunications and telephone line costs	Intra-dept	Enterprise Technology Services	5.6	3.5	3.5
				73806 IT-Telecommunication subtotal:	5.6	3.5	3.5
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	2.3	64.0	64.0
				73811 Building Leases subtotal:	2.3	64.0	64.0
73814	Insurance	Services provided by Risk Management	Intra-dept	Risk Management	0.1	0.1	0.1
				73814 Insurance subtotal:	0.1	0.1	0.1
73815	Financial	Chargeback costs from the Division of Finance	Intra-dept	Finance	0.8	0.9	0.9
				73815 Financial subtotal:	0.8	0.9	0.9
73816	ADA Compliance		Intra-dept	Personel	0.2	0.0	0.0
				73816 ADA Compliance subtotal:	0.2	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
73979	Mgmt/Consulting (IA Svcs)	Commissioners Office, Administrative Services and Information Technology (IT) desktop chargeback for services	Intra-dept	Admin	41.3	68.0	68.0
				73979 Mgmt/Consulting (IA Svcs) subtotal:	41.3	68.0	68.0
				E-Travel total:	52.0	139.5	139.5
				Grand Total:	52.0	139.5	139.5