

# **State of Alaska FY2018 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>.)

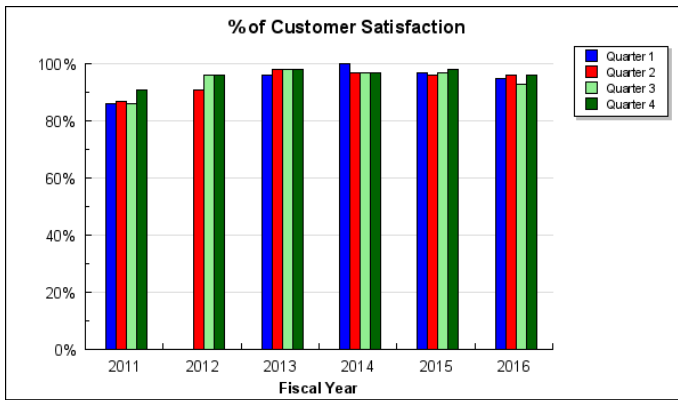
**Core Services**

- 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.

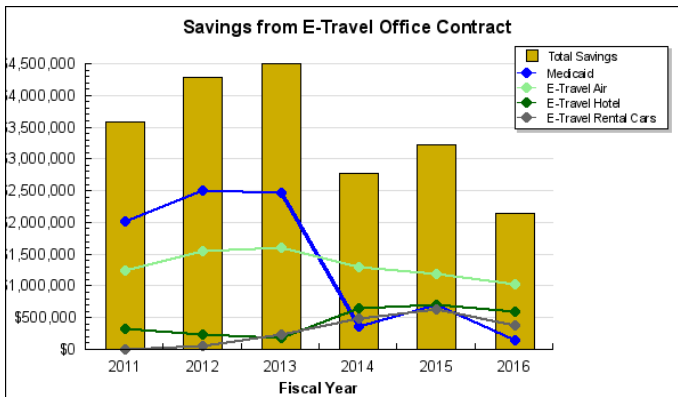
**Measures by Core Service**

(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 2016**

- Travel booking tool provides contract rates for air fare, lodging, and rental cars with travel policy controls.

- Unused tickets are available in the booking tool to reissue for other approved travel.
- Released enhancement to booking tool that allows an online request for some rural air travel.
- Seek booking tool adoption rate of 85% for purchasing travel, which has a significantly lower fee than agent assist.

### **Key Component Challenges**

**Managed Travel** - Consistent and efficient management of travel expenditures including reporting and policy compliance:

- Effecting behavior change to program compliance identified through management reporting.
- Adhering to market share contract requirements in order to maintain discounts.
- Not all rural air carriers and lodging properties are consistently available in the Global Distribution System (GDS) and require agent assistance to complete travel reservations.

### **Significant Changes in Results to be Delivered in FY2018**

Seek to leverage Integrated Resource Information System (IRIS) workflow and Shared Services of Alaska division for 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.

<b>Contact Information</b>
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E-Travel Personal Services Information				
Authorized Positions			Personal Services Costs	
	<u>FY2017</u> <u>Management</u> <u>Plan</u>	<u>FY2018</u> <u>Governor</u>		
Full-time	2	2	Annual Salaries	170,733
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	92,038
			<i>Less 0.56% Vacancy Factor</i>	(1,471)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>2</b>	<b>2</b>	<b>Total Personal Services</b>	<b>261,300</b>

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
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>

**Component Detail All Funds**  
**Department of Administration**

**Component:** E-Travel (2966)

Non-Formula Component

**RDU:** Centralized Administrative Services (13)

	FY2016 Actuals	FY2017 Conference Committee	FY2017 Authorized	FY2017 Management Plan	FY2018 Governor	FY2017 Management Plan vs FY2018 Governor	
71000 Personal Services	116.7	260.3	260.3	260.3	261.3	1.0	0.4%
72000 Travel	0.0	5.0	5.0	5.0	5.0	0.0	0.0%
73000 Services	2,128.1	2,570.7	2,570.7	2,570.7	2,570.7	0.0	0.0%
74000 Commodities	0.0	24.8	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%
<b>Totals</b>	<b>2,244.8</b>	<b>2,860.8</b>	<b>2,860.8</b>	<b>2,860.8</b>	<b>2,861.8</b>	<b>1.0</b>	<b>0.0%</b>
<b>Fund Sources:</b>							
10071/A Rcpts (Other)	2,244.8	2,860.8	2,860.8	2,860.8	2,861.8	1.0	0.0%
<b>Unrestricted General (UGF)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Designated General (DGF)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Other Funds</b>	<b>2,244.8</b>	<b>2,860.8</b>	<b>2,860.8</b>	<b>2,860.8</b>	<b>2,861.8</b>	<b>1.0</b>	<b>0.0%</b>
<b>Federal Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Positions:</b>							
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 FY2017 Conference Committee To FY2017 Authorized *****												
<b>FY2017 Conference Committee</b>	ConfCom	2,860.8	260.3	5.0	2,570.7	24.8	0.0	0.0	0.0	2	0	0
1007 I/A Rcpts		2,860.8										
<b>Subtotal</b>		<b>2,860.8</b>	<b>260.3</b>	<b>5.0</b>	<b>2,570.7</b>	<b>24.8</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>2</b>	<b>0</b>	<b>0</b>
***** Changes From FY2017 Management Plan To FY2018 Governor *****												
<b>FY2018 Salary and Health Insurance Increases</b>	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										
Includes: ACOA COLA, 2.25% per contract ending 6/30/2018; GGU HI increase from \$1346 to \$1389; LTC HI increase from \$1363 to \$1432.: \$1.0												
FY2018 PS Health Ins.: \$1.0												
<b>Totals</b>		<b>2,861.8</b>	<b>261.3</b>	<b>5.0</b>	<b>2,570.7</b>	<b>24.8</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>2</b>	<b>0</b>	<b>0</b>

**Personal Services Expenditure Detail**  
**Department of Administration**

**Scenario:** FY2018 Governor (13956)  
**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	20D / E	12.0		78,538	0	0	43,941	122,479	0
02-4093	Accountant IV	FT	A	GP	Juneau	205	20L / M	11.6		92,195	0	0	48,097	140,292	0
													<b>Total Salary Costs:</b>	170,733	
													<b>Total COLA:</b>	0	
													<b>Total Premium Pay::</b>	0	
													<b>Total Benefits:</b>	92,038	
													<b>Total Pre-Vacancy:</b>	262,771	
													<b>Minus Vacancy Adjustment of 0.56%:</b>	(1,471)	
													<b>Total Post-Vacancy:</b>	261,300	
													<b>Plus Lump Sum Premium Pay:</b>	0	
													<b>Personal Services Line 100:</b>	261,300	
<b>Total Component Months:</b>		23.6													

<b>PCN Funding Sources:</b>	<b>Pre-Vacancy</b>	<b>Post-Vacancy</b>	<b>Percent</b>
1007 Interagency Receipts	262,771	261,300	100.00%
<b>Total PCN Funding:</b>	<b>262,771</b>	<b>261,300</b>	<b>100.00%</b>

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 (1676)**  
**Department of Administration**  
**Travel**

**Component:** E-Travel (2966)

<b>Line Number</b>	<b>Line Name</b>		<b>FY2016 Actuals</b>	<b>FY2017 Management Plan</b>	<b>FY2018 Governor</b>
2000	Travel		0.0	5.0	5.0
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2016 Actuals</b>	<b>FY2017 Management Plan</b>	<b>FY2018 Governor</b>
<b>2000 Travel Detail Totals</b>			<b>0.0</b>	<b>5.0</b>	<b>5.0</b>
2001	In-State Non-Employee Travel	Transportation costs for travel relating to meetings and boards for non-employees	0.0	5.0	5.0



**Line Item Detail (1676)**  
**Department of Administration**  
**Services**

**Component:** E-Travel (2966)

Line Number	Line Name		FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
3000	Services		2,128.1	2,570.7	2,570.7
Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
<b>3000 Services Detail Totals</b>			<b>2,128.1</b>	<b>2,570.7</b>	<b>2,570.7</b>
3003	Information Technology	Software licensing and maintenance, training, and consulting	0.5	5.0	5.0
3004	Telecommunications	Local, long distance, and cellular telephone charges, television, data/network, telecommunication equipment, and other wireless charges from outside vendors	0.1	0.5	0.5
3011	Other Services	Travel management services for the state executive branch	2,086.5	2,508.1	2,508.1
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Enterprise Technology Services (2082) Enterprise Productivity Rate (EPR) computer services	1.3	3.0	3.0
3018	Inter-Agency Information Technology Telecommunications	Admin - Enterprise Technology Services (2082) Enterprise Productivity Rate (EPR) telecommunications and telephone line services	2.6	5.6	5.6
3022	Inter-Agency Human Resources	Admin - Personnel (56) Human Resources services chargeback	0.8	2.0	2.0
3027	Inter-Agency Financial	Admin - Finance (59) State payroll and accounting system chargeback	1.0	3.0	3.0
3038	Inter-Agency Management/Consulting	Admin - Administrative Services (46) Division of Administrative Services chargeback for services	16.6	20.0	20.0
3038	Inter-Agency Management/Consulting	Admin - DOA Info Tech Support (2334) Information Technology chargeback for services	2.2	4.0	4.0
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45) Commissioner's Office chargeback for services	12.0	15.0	15.0
3038	Inter-Agency Management/Consulting	Admin - Purchasing (60) Division of General Services procurement staff allocation	4.5	4.5	4.5

**Line Item Detail (1676)**  
**Department of Administration**  
**Commodities**

**Component:** E-Travel (2966)

<b>Line Number</b>	<b>Line Name</b>		<b>FY2016 Actuals</b>	<b>FY2017 Management Plan</b>	<b>FY2018 Governor</b>
4000	Commodities		0.0	24.8	24.8
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2016 Actuals</b>	<b>FY2017 Management Plan</b>	<b>FY2018 Governor</b>
<b>4000 Commodities Detail Totals</b>			<b>0.0</b>	<b>24.8</b>	<b>24.8</b>
4000	Business	General business supplies such as office consumables, furniture, and computer equipment	0.0	24.8	24.8

**Revenue Detail (1681)**  
**Department of Administration**

**Component:** E-Travel (2966)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
<b>5007 I/A Rcpts (1007 I/A Rcpts)</b>			<b>2,244.7</b>	<b>2,860.8</b>	<b>2,861.8</b>
5301 Inter-Agency Receipts		DOA portion of fees	16.7	16.7	16.7
		DOA portion of fees			
		Interagency receipts for travel management services throughout the state executive branch - Admin - Department-wide fees			
5301 Inter-Agency Receipts	Admin - E-Travel (2966)	Interagency receipts for travel management services throughout the state executive branch	1,827.6	2,443.7	2,444.7
5301 Inter-Agency Receipts	Commerce - Department-wide	Interagency receipts for travel management services throughout the state executive branch	9.0	9.0	9.0
5301 Inter-Agency Receipts	Correct - Department-wide	Interagency receipts for travel management services throughout the state executive branch	40.1	40.1	40.1
5301 Inter-Agency Receipts	E&ED - Department-wide	Interagency receipts for travel management services throughout the state executive branch	36.2	36.2	36.2
5301 Inter-Agency Receipts	EnvCon - Department-wide	Interagency receipts for travel management services throughout the state executive branch	9.3	9.3	9.3
5301 Inter-Agency Receipts	FishGm - Department-wide	Interagency receipts for travel management services throughout the state executive branch	24.0	24.0	24.0
5301 Inter-Agency Receipts	Gov - Department-wide	Interagency receipts for travel management services throughout the state executive branch	6.7	6.7	6.7
5301 Inter-Agency Receipts	H&SS - Department-wide	Interagency receipts for travel management services throughout the state executive branch	123.2	123.2	123.2
5301 Inter-Agency Receipts	Labor - Department-wide	Interagency receipts for travel management services throughout the state executive branch	17.6	17.6	17.6
5301 Inter-Agency Receipts	Law - Department-wide	Interagency receipts for travel management services throughout the state executive branch	9.1	9.1	9.1

**Revenue Detail (1681)**  
**Department of Administration**

**Component:** E-Travel (2966)

<b>Revenue Type (OMB Fund Code)</b> <b>Revenue Source</b>	<b>Component</b>	<b>Comment</b>	<b>FY2016 Actuals</b>	<b>FY2017 Management Plan</b>	<b>FY2018 Governor</b>
5301 Inter-Agency Receipts	M&VA - Department-wide	the state executive branch Interagency receipts for travel management services throughout the state executive branch	7.2	7.2	7.2
5301 Inter-Agency Receipts	NatRes - Department-wide	Interagency receipts for travel management services throughout the state executive branch	31.3	31.3	31.3
5301 Inter-Agency Receipts	PubSaf - Department-wide	Interagency receipts for travel management services throughout the state executive branch	22.6	22.6	22.6
5301 Inter-Agency Receipts	Rev - Department-wide	Interagency receipts for travel management services throughout the state executive branch	5.5	5.5	5.5
5301 Inter-Agency Receipts	Trans - Department-wide	Interagency receipts for travel management services throughout the state executive branch	58.6	58.6	58.6

**Inter-Agency Services (1682)**  
**Department of Administration**

**Component:** E-Travel (2966)

				FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
<b>Component Totals</b>				<b>41.0</b>	<b>57.1</b>	<b>57.1</b>
With Department of Administration				41.0	57.1	57.1
Object Class	Servicing Agency	Explanation		FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Enterprise Technology Services (2082)	Enterprise Productivity Rate (EPR) computer services	1.3	3.0	3.0
3018	Inter-Agency Information Technology Telecommunications	Admin - Enterprise Technology Services (2082)	Enterprise Productivity Rate (EPR) telecommunications and telephone line services	2.6	5.6	5.6
3022	Inter-Agency Human Resources	Admin - Personnel (56)	Human Resources services chargeback	0.8	2.0	2.0
3027	Inter-Agency Financial	Admin - Finance (59)	State payroll and accounting system chargeback	1.0	3.0	3.0
3038	Inter-Agency Management/Consulting	Admin - Administrative Services (46)	Division of Administrative Services chargeback for services	16.6	20.0	20.0
3038	Inter-Agency Management/Consulting	Admin - DOA Info Tech Support (2334)	Information Technology chargeback for services	2.2	4.0	4.0
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45)	Commissioner's Office chargeback for services	12.0	15.0	15.0
3038	Inter-Agency Management/Consulting	Admin - Purchasing (60)	Division of General Services procurement staff allocation	4.5	4.5	4.5