

# **State of Alaska FY2020 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>.)

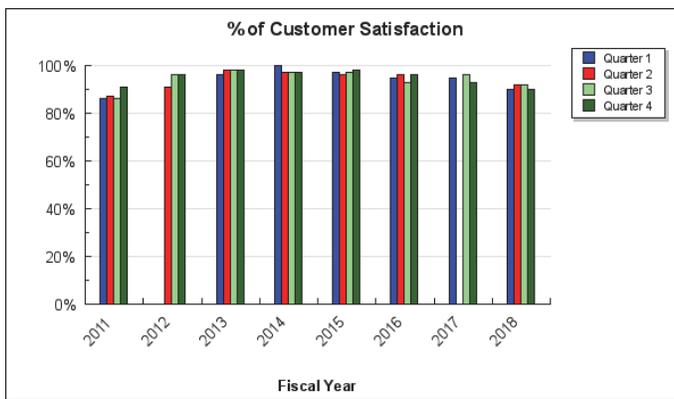
**Core Services**

- 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.

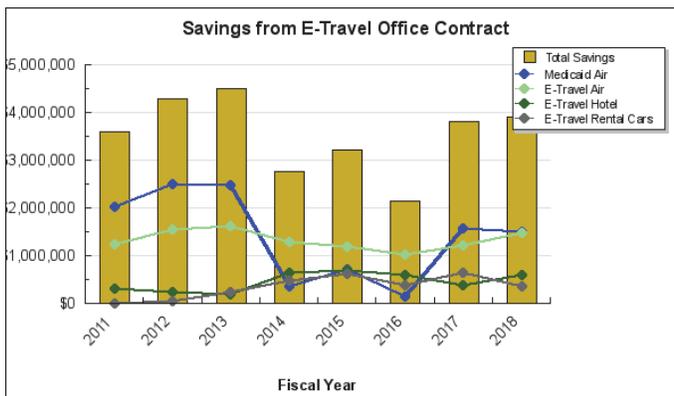
**Measures by Core Service**

(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 2018**

- Implementation of a new traveler profile management system to replace decommissioned technology.

- Implementation of changes recommended in the May 5, 2016, State Travel Office audit, such as redesign of the cost savings analysis, online booking tool policy enhancements, and negotiations with contract vendors.
- Improved automation to monitor and manage unused tickets resulting in few expired and unused tickets.

### **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.
- Travel industry changes that affect current policy and purchasing habits for executive and Medicaid branch travel.

### **Significant Changes in Results to be Delivered in FY2020**

No significant changes in results to be delivered.

### **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>FY2019</u> <u>Management</u> <u>Plan</u>	<u>FY2020</u> <u>Governor</u>			
Full-time	1	1	Annual Salaries		83,978
Part-time	0	0	COLA		3,385
Nonpermanent	0	0	Premium Pay		0
			Annual Benefits		47,354
			<i>Less 2.09% Vacancy Factor</i>		(2,817)
			Lump Sum Premium Pay		0
<b>Totals</b>	<b>1</b>	<b>1</b>	<b>Total Personal Services</b>		<b>131,900</b>

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Program Coordinator II	0	0	1	0	1
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>

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

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

Non-Formula Component

	FY2018 Actuals	FY2019 Conference Committee	FY2019 Authorized	FY2019 Management Plan	FY2020 Governor	FY2019 Management Plan vs FY2020 Governor	
71000 Personal Services	121.6	262.3	262.3	126.7	131.9	5.2	4.1%
72000 Travel	0.0	5.0	5.0	5.0	5.0	0.0	0.0%
73000 Services	1,580.0	2,128.1	2,128.1	2,196.2	2,196.2	0.0	0.0%
74000 Commodities	0.0	24.8	24.8	5.0	5.0	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%
<b>Totals</b>	<b>1,701.6</b>	<b>2,420.2</b>	<b>2,420.2</b>	<b>2,332.9</b>	<b>2,338.1</b>	<b>5.2</b>	<b>0.2%</b>
<b>Fund Sources:</b>							
1007 I/A Rcpts (Other)	1,701.6	2,420.2	2,420.2	2,332.9	2,338.1	5.2	0.2%
<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>1,701.6</b>	<b>2,420.2</b>	<b>2,420.2</b>	<b>2,332.9</b>	<b>2,338.1</b>	<b>5.2</b>	<b>0.2%</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	1	1	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 FY2019 Conference Committee To FY2019 Authorized *****												
<b>FY2019 Conference Committee</b>												
1007 I/A Rcpts	ConfCom	2,420.2	262.3	5.0	2,128.1	24.8	0.0	0.0	0.0	2	0	0
		2,420.2										
	<b>Subtotal</b>	<b>2,420.2</b>	<b>262.3</b>	<b>5.0</b>	<b>2,128.1</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 FY2019 Authorized To FY2019 Management Plan *****												
<b>Transfer Accountant IV (02-4093) to Finance to Assist with Payroll Services</b>												
1007 I/A Rcpts	Trout	-87.3	-87.3	0.0	0.0	0.0	0.0	0.0	0.0	-1	0	0
		-87.3										
Transfer a full-time Accountant IV (02-4093), range 20, located in Juneau, from E-Travel to the Finance to assist with payroll services, and reclassify to a Human Resource Technician II, range 14. Associated personal services interagency receipt authority is also transferred.												
Additional capacity is needed in payroll services. The new financial and payroll system modules are more complex. Finance is responsible for these new systems that did not exist in the past. Accounting standards and reporting requirements are increasingly complex and continue to increase. Finance is challenged to keep up with current responsibilities.												
<b>Align Authority with Projected State Travel Office Contract Costs</b>												
	LIT	0.0	-48.3	0.0	68.1	-19.8	0.0	0.0	0.0	0	0	0
Transfer from personal services and commodities to services to align authority with projected State Travel Office contract costs. Sufficient personal services and commodities authority remains to accommodate anticipated expenditures.												
	<b>Subtotal</b>	<b>2,332.9</b>	<b>126.7</b>	<b>5.0</b>	<b>2,196.2</b>	<b>5.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>1</b>	<b>0</b>	<b>0</b>
***** Changes From FY2019 Management Plan To FY2020 Governor *****												
<b>FY2020 Salary Adjustments - GGU, CEA, TEAME</b>												
1007 I/A Rcpts	SalAdj	4.6	4.6	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
		4.6										
FY2020 Salary Adjustments - GGU, CEA, TEAME: \$4.6												
FY2020 GGU HI from \$1432 to \$1530: \$1.2												
FY2020 GGU 3% COLA: \$3.4												
<b>Reverse Alaska State Employees Association (GGU) 15 Hour Furlough</b>												
1007 I/A Rcpts	SalAdj	0.6	0.6	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
		0.6										

**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		
										PFT	PPT	NP
<p>The Alaska State Employees Association (representing the general government unit) contractually required 15 hours of furlough for each permanent full-time employee in each year from July 1, 2016, to June 30, 2019. The furlough requirement was removed from the contract in FY2020.</p>												
	<b>Totals</b>	<b>2,338.1</b>	<b>131.9</b>	<b>5.0</b>	<b>2,196.2</b>	<b>5.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>1</b>	<b>0</b>	<b>0</b>

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

**Scenario:** FY2020 Governor (15610)  
**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	20F / G	12.0		83,978	3,385	0	47,354	134,717	0
													<b>Total Salary Costs:</b>	83,978	
													<b>Total COLA:</b>	3,385	
													<b>Total Premium Pay:</b>	0	
													<b>Total Benefits:</b>	47,354	
													<b>Total Pre-Vacancy:</b>	134,717	
													<b>Minus Vacancy Adjustment of 2.09%:</b>	(2,817)	
													<b>Total Post-Vacancy:</b>	131,900	
													<b>Plus Lump Sum Premium Pay:</b>	0	
													<b>Personal Services Line 100:</b>	131,900	
<b>Total Component Months:</b>		12.0													

<b>PCN Funding Sources:</b>	<b>Pre-Vacancy</b>	<b>Post-Vacancy</b>	<b>Percent</b>
1007 Interagency Receipts	134,717	131,900	100.00%
<b>Total PCN Funding:</b>	<b>134,717</b>	<b>131,900</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>FY2018 Actuals</b>	<b>FY2019 Management Plan</b>
2000	Travel		0.0	5.0
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2018 Actuals</b>	<b>FY2019 Management Plan</b>
<b>2000 Travel Detail Totals</b>			<b>0.0</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

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

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

<b>Line Number</b>	<b>Line Name</b>		<b>FY2018 Actuals</b>	<b>FY2019 Management Plan</b>
3000	Services		1,580.0	2,196.2
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2018 Actuals</b>	<b>FY2019 Management Plan</b>
<b>3000 Services Detail Totals</b>			<b>1,580.0</b>	<b>2,196.2</b>
3003	Information Technology	Software licensing and maintenance, training, and consulting	0.0	5.0
3004	Telecommunications	Local, long distance, and cellular telephone charges, television, data/network, telecommunication equipment, and other wireless charges from outside vendors	0.0	0.5
3011	Other Services	Travel management services for the state executive branch	1,547.5	2,134.7
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Alaska Division of IT (3141) Enterprise Productivity Rate (EPR) computer services	1.6	3.0
3018	Inter-Agency Information Technology Telecommunications	Admin - Alaska Division of IT (3141) Enterprise Productivity Rate (EPR) telecommunications and telephone line services	1.6	2.0
3022	Inter-Agency Human Resources	Admin - Personnel (56) Human Resources services chargeback	1.1	2.5
3027	Inter-Agency Financial	Admin - Finance (59) State payroll and accounting system chargeback	2.3	3.0
3038	Inter-Agency Management/Consulting	Admin - Administrative Services (46) Internal department cost allocation chargeback, desktop and information technology support, accounting and procurement services	13.9	20.0
3038	Inter-Agency Management/Consulting	Admin - Alaska Division of IT (3141) Internal department cost allocation chargeback, desktop and information technology support, accounting and procurement services	1.7	6.0
3038	Inter-Agency	Admin - Office of the Commissioner Internal department cost allocation	10.1	15.0

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

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

Object Class	Servicing Agency	Explanation	FY2018 Actuals	FY2019 Management Plan
<b>3000 Services Detail Totals</b>			<b>1,580.0</b>	<b>2,196.2</b>
Management/Consulting	(45)	chargeback, desktop and information technology support, accounting and procurement services		
3038 Inter-Agency Management/Consulting	Admin - Purchasing (60)	Internal department cost allocation chargeback, desktop and information technology support, accounting and procurement services	0.2	4.5

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

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

<b>Line Number</b>	<b>Line Name</b>		<b>FY2018 Actuals</b>	<b>FY2019 Management Plan</b>
4000	Commodities		0.0	5.0
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2018 Actuals</b>	<b>FY2019 Management Plan</b>
<b>4000 Commodities Detail Totals</b>			<b>0.0</b>	<b>5.0</b>
4000	Business	General business supplies such as office consumables, furniture, and computer equipment	0.0	5.0

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

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

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2018 Actuals	FY2019 Management Plan
<b>5007 I/A Rcpts (1007 I/A Rcpts)</b>			<b>1,701.6</b>	<b>2,332.9</b>
5301 Inter-Agency Receipts	Admin - E-Travel (2966)	Interagency receipts for travel management services throughout the state executive branch	1,318.9	1,950.0
5301 Inter-Agency Receipts	Commerce - Department-wide	Interagency receipts for travel management services throughout the state executive branch	8.0	8.1
5301 Inter-Agency Receipts	Correct - Department-wide	Interagency receipts for travel management services throughout the state executive branch	26.4	26.4
5301 Inter-Agency Receipts	E&ED - Department-wide	Interagency receipts for travel management services throughout the state executive branch	40.0	39.9
5301 Inter-Agency Receipts	EnvCon - Department-wide	Interagency receipts for travel management services throughout the state executive branch	9.3	9.3
5301 Inter-Agency Receipts	FishGm - Department-wide	Interagency receipts for travel management services throughout the state executive branch	27.0	27.0
5301 Inter-Agency Receipts	Gov - Department-wide	Interagency receipts for travel management services throughout the state executive branch	8.4	8.3
5301 Inter-Agency Receipts	H&SS - Department-wide	Interagency receipts for travel management services throughout the state executive branch	124.7	124.7
5301 Inter-Agency Receipts	Labor - Department-wide	Interagency receipts for travel management services throughout the state executive branch	15.2	15.3
5301 Inter-Agency Receipts	Law - Department-wide	Interagency receipts for travel management services throughout the state executive branch	10.7	10.7
5301 Inter-Agency Receipts	M&VA - Department-wide	Interagency receipts for travel management services throughout the state executive branch	10.8	10.8
5301 Inter-Agency Receipts	NatRes - Department-wide	Interagency receipts for travel management services throughout	20.0	20.0

**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>FY2018 Actuals</b>	<b>FY2019 Management Plan</b>
5301 Inter-Agency Receipts	PubSaf - Department-wide	the state executive branch Interagency receipts for travel management services throughout the state executive branch	22.5	22.6
5301 Inter-Agency Receipts	Rev - Department-wide	Interagency receipts for travel management services throughout the state executive branch	3.2	3.3
5301 Inter-Agency Receipts	Trans - Department-wide	Interagency receipts for travel management services throughout the state executive branch	56.5	56.5

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

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

				FY2018 Actuals	FY2019 Management Plan
<b>Component Totals</b>				<b>32.5</b>	<b>56.0</b>
With Department of Administration				32.5	56.0
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2018 Actuals</b>	<b>FY2019 Management Plan</b>	
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Alaska Division of IT (3141) Enterprise Productivity Rate (EPR) computer services	1.6	3.0	
3018	Inter-Agency Information Technology Telecommunications	Admin - Alaska Division of IT (3141) Enterprise Productivity Rate (EPR) telecommunications and telephone line services	1.6	2.0	
3022	Inter-Agency Human Resources	Admin - Personnel (56) Human Resources services chargeback	1.1	2.5	
3027	Inter-Agency Financial	Admin - Finance (59) State payroll and accounting system chargeback	2.3	3.0	
3038	Inter-Agency Management/Consulting	Admin - Administrative Services (46) Internal department cost allocation chargeback, desktop and information technology support, accounting and procurement services	13.9	20.0	
3038	Inter-Agency Management/Consulting	Admin - Alaska Division of IT (3141) Internal department cost allocation chargeback, desktop and information technology support, accounting and procurement services	1.7	6.0	
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45) Internal department cost allocation chargeback, desktop and information technology support, accounting and procurement services	10.1	15.0	
3038	Inter-Agency Management/Consulting	Admin - Purchasing (60) Internal department cost allocation chargeback, desktop and information technology support, accounting and procurement services	0.2	4.5	