State of Alaska
FY2021 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.
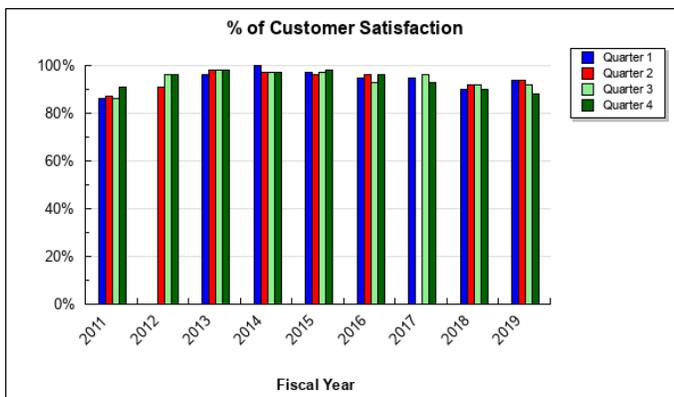
2. Manage relationships with providers of travel services to ensure the state is receiving the greatest possible value for its travel expenditures.
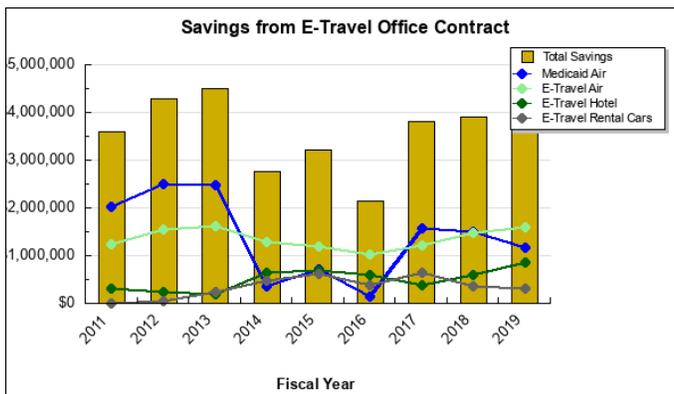

Major Component Accomplishments in 2019

- Realized an air contract savings increase of 8 percent from FY2018 ($2.8) through the E-Travel Office despite a decrease in travel. Savings are achieved through partnership with Alaska Airlines, a new contract with Ravn Airlines, and Corporate Travel Management air vendor programs.
- Consolidated Travel Agent Fees to single billing via Share Services.

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.
- Implementing travel industry changes that affect current policy and purchasing habits for executive and Medicaid beneficiary travel.
- Increasing cost recovery fee due to the decline in Executive Branch travel. Carryforward from FY2019 is more than originally estimated, but with a potential 30 percent decrease in travel volume a fee increase will be needed to cover the component budget and have carryforward going into FY2021.

Significant Changes in Results to be Delivered in FY2021

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   Per diem allowance, Allowable expenses, Mileage allowance, Travel costs and travel outside the state, Advances and recovery, Regulations, Transportation and per diem expenses for members of boards, commissions, etc., per diem prohibited in community of residence, Definitions

Contact Information
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<table>
<tr><td colspan="5" align="center">**E-Travel**
Personal Services Information</td></tr>
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Authorized Positions			Personal Services Costs	
	FY2020 Management Plan	**FY2021 Governor**	Annual Salaries	86,712
Full-time	1	1	COLA	1,165
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	48,619
			Less 2.27% Vacancy Factor	(3,096)
			Lump Sum Premium Pay	0
Totals	**1**	**1**	**Total Personal Services**	**133,400**

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

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

	FY2019 Actuals	FY2020 Conference Committee	FY2020 Authorized	FY2020 Management Plan	FY2021 Governor	FY2020 Management Plan vs FY2021 Governor	
71000 Personal Services	125.8	131.9	131.9	131.9	133.4	1.5	1.1%
72000 Travel	0.0	5.0	5.0	0.0	0.0	0.0	0.0%
73000 Services	1,284.9	2,196.2	2,196.2	2,201.2	1,411.6	-789.6	-35.9%
74000 Commodities	0.0	5.0	5.0	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%
Totals	**1,410.7**	**2,338.1**	**2,338.1**	**2,338.1**	**1,550.0**	**-788.1**	**-33.7%**
Fund Sources:							
1007 I/A Rcpts (Other)	1,410.7	2,338.1	2,338.1	2,338.1	1,550.0	-788.1	-33.7%
Unrestricted General (UGF)	**0.0**	**0.0**	**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	**1,410.7**	**2,338.1**	**2,338.1**	**2,338.1**	**1,550.0**	**-788.1**	**-33.7%**
Federal Funds	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0%**
Positions:							
Permanent Full Time	1	1	1	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%

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

*************************************** **Changes From FY2020 Conference Committee To FY2020 Authorized** ***************************************

FY2020 Conference Committee

| | ConfCom | 2,338.1 | 131.9 | 5.0 | 2,196.2 | 5.0 | 0.0 | 0.0 | 0.0 | 1 | 0 | 0 |
| 1007 I/A Rcpts | | 2,338.1 | | | | | | | | | | |

| **Subtotal** | | **2,338.1** | **131.9** | **5.0** | **2,196.2** | **5.0** | **0.0** | **0.0** | **0.0** | **1** | **0** | **0** |

*************************************** **Changes From FY2020 Authorized To FY2020 Management Plan** ***************************************

Align Authority with Anticipated Expenditures

| | LIT | 0.0 | 0.0 | -5.0 | 5.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0 | 0 | 0 |

Transfer authority from travel to cover anticipated services costs. The remaining travel authority is sufficient to cover anticipated expenditures.

| **Subtotal** | | **2,338.1** | **131.9** | **0.0** | **2,201.2** | **5.0** | **0.0** | **0.0** | **0.0** | **1** | **0** | **0** |

*************************************** **Changes From FY2020 Management Plan To FY2021 Governor** ***************************************

FY2021 Salary and Health Insurance Increases

| | SalAdj | 1.5 | 1.5 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0 | 0 | 0 |
| 1007 I/A Rcpts | | 1.5 | | | | | | | | | | |

FY2021 GGU Salary Increases: $1.2

FY2021 increase to GGU Health Insurance from $1530 to $1555 per member per month: $0.3

Transfer to Office of the Commissioner to Align with Anticipated Reimbursable Services Agreements

| | Trout | -436.7 | 0.0 | 0.0 | -436.7 | 0.0 | 0.0 | 0.0 | 0.0 | 0 | 0 | 0 |
| 1007 I/A Rcpts | | -436.7 | | | | | | | | | | |

Transfer authority from E-Travel to the Office of the Commissioner to align with anticipated reimbursable services agreements.

Transfer to Administrative Services to Align with Anticipated Reimbursable Services Agreements

| | Trout | -352.9 | 0.0 | 0.0 | -352.9 | 0.0 | 0.0 | 0.0 | 0.0 | 0 | 0 | 0 |
| 1007 I/A Rcpts | | -352.9 | | | | | | | | | | |

Transfer authority from E-Travel to Administrative Services to align with anticipated reimbursable services agreements as part of department reorganization efforts.

| **Totals** | | **1,550.0** | **133.4** | **0.0** | **1,411.6** | **5.0** | **0.0** | **0.0** | **0.0** | **1** | **0** | **0** |

Component: E-Travel (2966)

Line Number	Line Name			FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
3000	Services			1,284.9	2,201.2	1,411.6

Object Class		Servicing Agency	Explanation	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
			3000 Services Detail Totals	**1,284.9**	**2,201.2**	**1,411.6**
3003	Information Technology		Software licensing and maintenance, training, and consulting	0.0	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	0.0	0.5	0.5
3011	Other Services		Travel management services for the state executive branch	1,254.1	2,139.7	1,350.1
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Alaska Division of IT (3141)	Enterprise Productivity Rate (EPR) computer services	2.7	3.0	3.0
3018	Inter-Agency Information Technology Telecommunications	Admin - Alaska Division of IT (3141)	Enterprise Productivity Rate (EPR) telecommunications and telephone line services	0.0	2.0	2.0
3022	Inter-Agency Human Resources	Admin - Personnel (56)	Human resource and payroll services provided by the Division of Personnel	0.6	2.5	2.5
3027	Inter-Agency Financial	Admin - Finance (59)	State payroll and accounting system chargeback	2.3	3.0	3.0
3038	Inter-Agency Management/Consulting	Admin - Accounting (3134)	Shared Services of Alaska reimbursable services agreement for travel and accounts payable.	0.7	0.0	0.0
3038	Inter-Agency Management/Consulting	Admin - Administrative Services (46)	Support services provided by the Administrative Services Division	15.5	20.0	20.0
3038	Inter-Agency Management/Consulting	Admin - Alaska Division of IT (3141)	Alaska Division of Information Technology reimbursable services agreement for consolidated	0.0	6.0	6.0

Component: E-Travel (2966)

Object Class		Servicing Agency	Explanation	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
			3000 Services Detail Totals	**1,284.9**	**2,201.2**	**1,411.6**
			information technology services.			
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45)	Support services provided by the Commissioner's Office	8.9	15.0	15.0
3038	Inter-Agency Management/Consulting	Admin - Purchasing (60)	Support services provided by Shared Services of Alaska	0.1	4.5	4.5

Component: E-Travel (2966)

Line Number	Line Name			FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
4000	Commodities			0.0	5.0	5.0

Object Class		Servicing Agency	Explanation	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
			4000 Commodities Detail Totals	**0.0**	**5.0**	**5.0**
4000	Business		General business supplies such as office consumables, furniture, and computer equipment	0.0	5.0	5.0

Component: E-Travel (2966)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
5007 I/A Rcpts (1007 I/A Rcpts)			**1,410.7**	**2,338.1**	**1,550.0**
5301 Inter-Agency Receipts	Admin - E-Travel (2966)	Interagency receipts for travel management services throughout the state executive branch	1,032.6	1,955.3	1,167.2
5301 Inter-Agency Receipts	Commerce - Department-wide	Interagency receipts for travel management services throughout the state executive branch	7.9	8.1	8.1
5301 Inter-Agency Receipts	Correct - Department-wide	Interagency receipts for travel management services throughout the state executive branch	26.0	26.4	26.4
5301 Inter-Agency Receipts	E&ED - Department-wide	Interagency receipts for travel management services throughout the state executive branch	37.8	39.9	39.9
5301 Inter-Agency Receipts	EnvCon - Department-wide	Interagency receipts for travel management services throughout the state executive branch	9.8	9.3	9.3
5301 Inter-Agency Receipts	FishGm - Department-wide	Interagency receipts for travel management services throughout the state executive branch	27.2	27.0	27.0
5301 Inter-Agency Receipts	Gov - Department-wide	Interagency receipts for travel management services throughout the state executive branch	8.4	8.2	8.2
5301 Inter-Agency Receipts	H&SS - Department-wide	Interagency receipts for travel management services throughout the state executive branch	131.0	124.7	124.7
5301 Inter-Agency Receipts	Labor - Department-wide	Interagency receipts for travel management services throughout the state executive branch	13.8	15.3	15.3
5301 Inter-Agency Receipts	Law - Department-wide	Interagency receipts for travel management services throughout the state executive branch	8.7	10.7	10.7
5301 Inter-Agency Receipts	M&VA - Department-wide	Interagency receipts for travel management services throughout the state executive branch	6.9	10.8	10.8
5301 Inter-Agency Receipts	NatRes - Department-wide	Interagency receipts for travel management services throughout	19.6	20.0	20.0

Component: E-Travel (2966)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
5301 Inter-Agency Receipts	PubSaf - Department-wide	the state executive branch Interagency receipts for travel management services throughout the state executive branch	24.0	22.6	22.6
5301 Inter-Agency Receipts	Rev - Department-wide	Interagency receipts for travel management services throughout the state executive branch	2.8	3.3	3.3
5301 Inter-Agency Receipts	Trans - Department-wide	Interagency receipts for travel management services throughout the state executive branch	54.2	56.5	56.5

Component: E-Travel (2966)

			FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
		Component Totals	**30.8**	**56.0**	**56.0**
		With Department of Administration	30.8	56.0	56.0

Object Class		Servicing Agency	Explanation	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Alaska Division of IT (3141)	Enterprise Productivity Rate (EPR) computer services	2.7	3.0	3.0
3018	Inter-Agency Information Technology Telecommunications	Admin - Alaska Division of IT (3141)	Enterprise Productivity Rate (EPR) telecommunications and telephone line services	0.0	2.0	2.0
3022	Inter-Agency Human Resources	Admin - Personnel (56)	Human resource and payroll services provided by the Division of Personnel	0.6	2.5	2.5
3027	Inter-Agency Financial	Admin - Finance (59)	State payroll and accounting system chargeback	2.3	3.0	3.0
3038	Inter-Agency Management/Consulting	Admin - Accounting (3134)	Shared Services of Alaska reimbursable services agreement for travel and accounts payable.	0.7	0.0	0.0
3038	Inter-Agency Management/Consulting	Admin - Administrative Services (46)	Support services provided by the Administrative Services Division	15.5	20.0	20.0
3038	Inter-Agency Management/Consulting	Admin - Alaska Division of IT (3141)	Alaska Division of Information Technology reimbursable services agreement for consolidated information technology services.	0.0	6.0	6.0
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45)	Support services provided by the Commissioner's Office	8.9	15.0	15.0
3038	Inter-Agency Management/Consulting	Admin - Purchasing (60)	Support services provided by Shared Services of Alaska	0.1	4.5	4.5

Personal Services Expenditure Detail
Department of Administration

Scenario: FY2021 Governor (16414)
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	20G	12.0		86,712	1,165	0	48,619	136,496	0

	Total Positions	New	Deleted										
Full Time Positions:	1	0	0				**Total Salary Costs:**	86,712
Part Time Positions:	0	0	0				**Total COLA:**	1,165
Non Permanent Positions:	0	0	0				**Total Premium Pay:**	0
Positions in Component:	1	0	0				**Total Benefits:**	48,619
							Total Pre-Vacancy:	136,496
							Minus Vacancy Adjustment of 2.27%:	(3,096)
							Total Post-Vacancy:	133,400
Total Component Months:	12.0						**Plus Lump Sum Premium Pay:**	0
							Personal Services Line 100:	133,400

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1007 Interagency Receipts	136,496	133,400	100.00%
Total PCN Funding:	**136,496**	**133,400**	**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.