

State of Alaska FY2023 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>.)

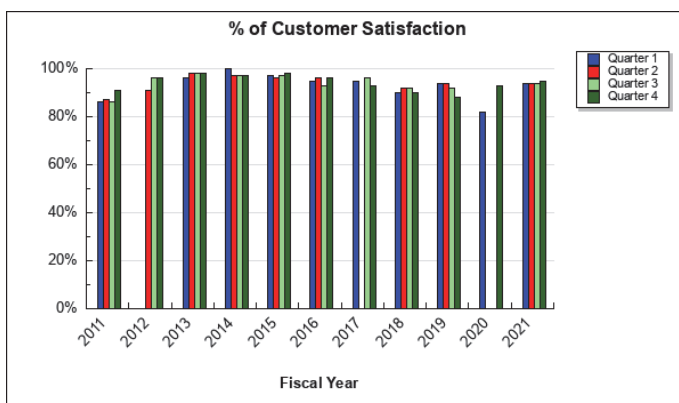
Core Services

- 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 2021

- Retained heightened discount levels on Alaska Airlines despite reduced spending. FY2021 savings achieved

under the agreement was over \$1,086,180.

- Negotiated a contract extension with Corporate Travel Management.
- Negotiated and implemented a contract with RAVN Alaska under new ownership, which will provide an increase in savings for both Medicaid and Executive Branch tickets.

Key Component Challenges

- **COVID-19** – E-Travel will see significant challenges over the next couple years. The reduced volume in travel continues to create revenue shortfalls for the component until travel returns to traditional levels.
- **Medicaid Advance Process** – The process is being reviewed and updated. At the request of the Department of Health and Social Services, CTM is working to bill for the travel services they provide like other traditional Medicaid providers. Coordination between CTM, DHSS and Xerox will be necessary to achieve this.
- **Unused airline credits** – Because of a decline in executive branch travel due to COVID-19, departments are having trouble utilizing unused airline credit which is set to expire at the end of December 2021. Most departments have CTM manage their unused credit. A few departments do not have CTM assisting with the credit and have a large outstanding credit liability. E-Travel management is working with the carrier to negotiate an extension on high value tickets that are transferable prior to their expiration.
- **In-State Car Rental Contract** – Budget Rental Car was the long-time in state car rental vendor. Due to financial constraints Budget canceled the contract. This will result in higher car costs in local markets. NASPO Value Point contract is available for agencies, but all car vendors are still experiencing inventory shortages.

Significant Changes in Results to be Delivered in FY2023

The Division of Finance is suggesting inclusion of the E-Travel budget component with the Division of Finance’s budget to improve efficiency. E-Travel staff is utilized to help with the division’s P-Card process and payroll corrections.

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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E-Travel Personal Services Information				
Authorized Positions			Personal Services Costs	
	<u>FY2022</u> <u>Management</u> <u>Plan</u>	<u>FY2023</u> <u>Governor</u>		
			Annual Salaries	0
Full-time	1	0	Premium Pay	0
Part-time	0	0	Annual Benefits	0
Nonpermanent	0	0	<i>Less 0.00% Vacancy Factor</i>	(0)
			Lump Sum Premium Pay	0
Totals	1	0	Total Personal Services	0

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
No personal services.					
Totals	0	0	0	0	0

Component Detail All Funds
Department of Administration

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

Non-Formula Component

	FY2021 Actuals	FY2022 Conference Committee	FY2022 Authorized	FY2022 Management Plan	FY2023 Governor	FY2022 Management Plan vs FY2023 Governor	
71000 Personal Services	83.2	145.2	145.2	145.2	0.0	-145.2	-100.0%
72000 Travel	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
73000 Services	0.0	1,408.1	1,408.1	1,408.1	0.0	-1,408.1	-100.0%
74000 Commodities	0.0	5.0	5.0	5.0	0.0	-5.0	-100.0%
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	83.2	1,558.3	1,558.3	1,558.3	0.0	-1,558.3	-100.0%
Fund Sources:							
1004 Gen Fund (UGF)	0.0	7.2	7.2	7.2	0.0	-7.2	-100.0%
1007 I/A Rcpts (Other)	83.2	1,551.1	1,551.1	1,551.1	0.0	-1,551.1	-100.0%
Unrestricted General (UGF)	0.0	7.2	7.2	7.2	0.0	-7.2	-100.0%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	83.2	1,551.1	1,551.1	1,551.1	0.0	-1,551.1	-100.0%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	1	1	1	1	0	-1	-100.0%
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 FY2022 Conference Committee To FY2022 Authorized *****												
FY2022 Conference Committee												
	ConfCom	1,558.3	145.2	0.0	1,408.1	5.0	0.0	0.0	0.0	1	0	0
1004 Gen Fund		7.2										
1007 I/A Rcpts		1,551.1										
Subtotal		1,558.3	145.2	0.0	1,408.1	5.0	0.0	0.0	0.0	1	0	0
***** Changes From FY2022 Management Plan To FY2023 Governor *****												
FY2023 PERS Actuarial Rate Adjustment to 24.79% Ch9 SLA2021 (SB55)												
	SalAdj	-4.8	-4.8	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1007 I/A Rcpts		-4.8										
Includes: FY2023 Adjustment for PERS ARM Board Approved Rate of 24.79% (from 30.11%): \$-4.8												
Transfer to Finance to Consolidate Activities with the Division of Finance												
	Trout	-1,553.5	-140.4	0.0	-1,408.1	-5.0	0.0	0.0	0.0	-1	0	0
1007 I/A Rcpts		-1,553.5										
The E-Travel component is completely managed by the Division of Finance (DOF), and the E-Travel coordinator currently helps DOF with payroll corrections and the P-Card program. All functions fall under the purview of DOF, and consolidation will simplify the division budget process and marginally reduce the administrative burden of maintaining separate components.												
Realign PERS Rate Adjustment by Fund Source Ch9 SLA2021 (SB55)												
	FndChg	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-7.2										
1007 I/A Rcpts		7.2										
Remove one-time UGF subsidy for rate agency assigned in SB55 fiscal note (Ch 9 SLA 2021).												
Totals		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0

Line Item Detail (1676)
Department of Administration
Services

Component: E-Travel (2966)

Line Number	Line Name		FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
3000	Services		0.0	1,408.1	0.0
Object Class	Servicing Agency	Explanation	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
3000 Services Detail Totals			0.0	1,408.1	0.0
3003	Information Technology	Software licensing and maintenance, training, and consulting	0.0	5.0	0.0
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	0.0
3011	Other Services	Travel management services for the state executive branch	0.0	1,368.1	0.0
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Alaska Division of IT (3141) OIT Core Services	0.0	2.9	0.0
3018	Inter-Agency Information Technology Telecommunications	Admin - Alaska Division of IT (3141) OIT Telecommunications (CISCO device config, deployment, maintenance, replacements, and other telephone line services)	0.0	1.5	0.0
3022	Inter-Agency Human Resources	Admin - Personnel (56) Human resource and payroll services provided by the Division of Personnel	0.0	0.6	0.0
3027	Inter-Agency Financial	Admin - Finance (59) Division of Finance Chargeback for IRIS FIN, HRM, and ALDER	0.0	0.1	0.0
3038	Inter-Agency Management/Consulting	Admin - Accounting (3134) SSoA Accounts Payable and Travel Chargeback	0.0	0.9	0.0
3038	Inter-Agency Management/Consulting	Admin - Administrative Services (46) Administrative chargeback	0.0	15.8	0.0
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45) Commissioner's Office chargeback	0.0	12.5	0.0
3038	Inter-Agency	Admin - Stwd Contracting and SSoA Procurement chargeback	0.0	0.2	0.0

Line Item Detail (1676)
Department of Administration
Services

Component: E-Travel (2966)

Object Class	Servicing Agency	Explanation	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
		3000 Services Detail Totals	0.0	1,408.1	0.0
Management/Consulting	Property (3262)				

Line Item Detail (1676)
Department of Administration
Commodities

Component: E-Travel (2966)

Line Number	Line Name		FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
4000	Commodities		0.0	5.0	0.0
Object Class	Servicing Agency	Explanation	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
4000 Commodities Detail Totals			0.0	5.0	0.0
4000	Business	General business supplies such as office consumables, furniture, and computer equipment	0.0	5.0	0.0

Revenue Detail (1681)
Department of Administration

Component: E-Travel (2966)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
5007 I/A Rcpts (1007 I/A Rcpts)			83.2	1,551.1	0.0
5301 Inter-Agency Receipts			44.8	0.0	0.0
5301 Inter-Agency Receipts	Admin - Accounting (3134)		38.4	0.0	0.0
5301 Inter-Agency Receipts	Admin - E-Travel (2966)	Interagency receipts for travel management services throughout the state executive branch	0.0	1,168.3	0.0
5301 Inter-Agency Receipts	Commerce - Department-wide	Interagency receipts for travel management services throughout the state executive branch	0.0	8.1	0.0
5301 Inter-Agency Receipts	Correct - Department-wide	Interagency receipts for travel management services throughout the state executive branch	0.0	26.4	0.0
5301 Inter-Agency Receipts	E&ED - Department-wide	Interagency receipts for travel management services throughout the state executive branch	0.0	39.9	0.0
5301 Inter-Agency Receipts	EnvCon - Department-wide	Interagency receipts for travel management services throughout the state executive branch	0.0	9.3	0.0
5301 Inter-Agency Receipts	FishGm - Department-wide	Interagency receipts for travel management services throughout the state executive branch	0.0	27.0	0.0
5301 Inter-Agency Receipts	Gov - Department-wide	Interagency receipts for travel management services throughout the state executive branch	0.0	8.2	0.0
5301 Inter-Agency Receipts	Health - Department-wide	Interagency receipts for travel management services throughout the state executive branch	0.0	124.7	0.0
5301 Inter-Agency Receipts	Labor - Department-wide	Interagency receipts for travel management services throughout the state executive branch	0.0	15.3	0.0
5301 Inter-Agency Receipts	Law - Department-wide	Interagency receipts for travel management services throughout the state executive branch	0.0	10.7	0.0
5301 Inter-Agency Receipts	M&VA - Department-wide	Interagency receipts for travel management services throughout the state executive branch	0.0	10.8	0.0

Revenue Detail (1681)
Department of Administration

Component: E-Travel (2966)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
5301 Inter-Agency Receipts	NatRes - Department-wide	Interagency receipts for travel management services throughout the state executive branch	0.0	20.0	0.0
5301 Inter-Agency Receipts	PubSaf - Department-wide	Interagency receipts for travel management services throughout the state executive branch	0.0	22.6	0.0
5301 Inter-Agency Receipts	Rev - Department-wide	Interagency receipts for travel management services throughout the state executive branch	0.0	3.3	0.0
5301 Inter-Agency Receipts	Trans - Department-wide	Interagency receipts for travel management services throughout the state executive branch	0.0	56.5	0.0
5301 Inter-Agency Receipts	Admin - E-Travel (2966)	Prior year carry forward	0.0	0.0	0.0

Inter-Agency Services (1682)
Department of Administration

Component: E-Travel (2966)

				FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
Component Totals				0.0	34.5	0.0
With Department of Administration				0.0	34.5	0.0
Object Class	Servicing Agency	Explanation	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor	
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Alaska Division of IT (3141) OIT Core Services	0.0	2.9	0.0	
3018	Inter-Agency Information Technology Telecommunications	Admin - Alaska Division of IT (3141) OIT Telecommunications (CISCO device config, deployment, maintenance, replacements, and other telephone line services)	0.0	1.5	0.0	
3022	Inter-Agency Human Resources	Admin - Personnel (56) Human resource and payroll services provided by the Division of Personnel	0.0	0.6	0.0	
3027	Inter-Agency Financial	Admin - Finance (59) Division of Finance Chargeback for IRIS FIN, HRM, and ALDER	0.0	0.1	0.0	
3038	Inter-Agency Management/Consulting	Admin - Accounting (3134) SSoA Accounts Payable and Travel Chargeback	0.0	0.9	0.0	
3038	Inter-Agency Management/Consulting	Admin - Administrative Services (46) Administrative chargeback	0.0	15.8	0.0	
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45) Commissioner's Office chargeback	0.0	12.5	0.0	
3038	Inter-Agency Management/Consulting	Admin - Stwd Contracting and Property (3262) SSoA Procurement chargeback	0.0	0.2	0.0	

Personal Services Expenditure Detail
Department of Administration

Scenario: FY2023 Governor (18673)
Component: E-Travel (2966)
RDU: Centralized Administrative Services (13)

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.