



Travel Tips and Reminders

DID YOU KNOW?

To be eligible for reimbursement "All Business phone calls require detail explanation including date, person called, phone number, and reason for call." This was on the list of new items when the UA Regulation was updated in 2006.

NEED A FORM AND DON'T SEE IT?

Let us know! Call Lavina in the Business Office at 796-6491 or e-mail at lavina.jack@uas.alaska.edu

Scheduling Travel

- Obtain preliminary approval
- Check the GSA per diem rate (www.gsa.gov) for lodging & daily per diem, print out rate and attach it to the TA or TER.
- Submit the TA for approval and budget entry on Banner.
- Registration fees; require separate accounting line on travel encumbrance entry.
- Provide an itinerary and attach it to the TA.
- Use of EasyBiz is mandatory for airline tickets.

In Other News...

A recent compliance review of travel indicated that management attention is needed in the following areas of travel processing:

- Indicating on the Travel Authorization form that personal travel is included with business travel and inclusion of comparison itinerary.
- Obtaining signature dates on travel forms by both the traveler and the approver
- Timely submission of Travel Expense Reports
- Inclusion of all trip expenditures on the

Passport Requirements

On June 1, 2009, the U.S. government implemented the full requirements of the land and sea phase of the Western Hemisphere Travel Initiative. The proposed rules require that most U.S. citizens entering the United States at sea or land ports of entry have a passport, passport card, or WHTI-compliant document.

U.S. citizens who board a cruise within the U.S., travel only within the Western Hemisphere, and return to the same U.S. port on the same ship may present a government-issued photo ID, along with proof of citizenship, such as an original or copy of their birth certificate, a Consular Report of Birth Abroad, or a Certificate of Naturalization issued by U.S. Citizenship and Immigration Services. A passport may still be required to enter foreign countries visited during the cruise.

All persons traveling by air outside of the United States will be required to present a passport or other valid travel document to enter or re-enter the U. S. Persons traveling by land and sea outside of the United States are required to present a passport book, passport card, or other valid travel documents to enter or re-enter the United States. The passport card is valid only for land and sea travel, and not for air travel.

U.S. citizens under the age of 16 arriving by land or sea from a contiguous territory may also present an original or copy of their birth certificate, a Consular Report of Birth Abroad, or a Naturalization Certificate.

See the Department of Homeland Security's <http://www.getyouhome.gov> for more information on the changing travel requirements.

Faster Travel Reimbursements

Using direct deposit gets travel reimbursements into your bank accounts faster and more securely than paper checks. Encourage your travelers to log into UAOnline, click the Finance tab and select 'Direct Deposit Services'. First time set up requires only:

- Bank account type
- Bank routing number
- Bank account number (enter twice)
- Email address (enter twice)

After receiving this information, your future travel reimbursements will be sent directly to the requested bank account!

The State of Alaska Adopts an On-line Travel Booking Service (Not available for University business travel).

The state contract with US Travel for travel management services expires on November 4, 2009. The Department of Administration, Division of General Services, in conjunction with representatives from the State Travel Management Team (STMT), Fish and Game, and Health and Social Services, evaluated proposals for new travel management services.

A new travel management services contract was awarded on May 28, 2009 to US Travel. The initial term is for two years with the option to renew for three additional one-year terms.

US Travel and the STMT are currently working on changes to ResX, the online booking tool. Travelers identified by their departments as being able to book their own travel, all travel desks, and travel planners will be trained to use the new upgraded tool.

The booking request form will be discontinued once training on ResX is complete. Direct contact with US Travel via the telephone will be the alternate form of communication when not using the online booking tool. The fees will be structured to save the State money when using the online booking tool with no agent intervention. Current users of the tool report overall satisfaction with the tool, but suggestions for improvement have been forwarded to the implementation team.

The state contract is not available for use by University of Alaska business travelers, however the future use of an on-line booking service is being considered by the university.