

## DHS&EM INVITATIONAL TRAVEL REQUEST FORM INSTRUCTIONS

The Traveler must fill out the attached Invitational Travel Request Form completely, and return to DHS&EM:

**FAX: (907) 428-7009**

or

**MAIL: DHS&EM Travel Coordinator  
Division of Homeland Security and Emergency Management  
P. O. Box 5750  
Fort Richardson, AK 99505-5750**

The following Invitational Travel Request form must contain the following information:

Name, Home or Business address, phone number, and Social Security Number (for reimbursements)  
Requested date and time of departure and return to home or workstation (with preferred form of travel)  
Required number of nights for hotel reservations and type of room (i.e. smoking, etc.)

If you will need a travel advance for per diem, please be sure to request it on the following form. You will receive your advance check once you attend and register for the event. If you do not request an advance, you will be reimbursed for per diem when DHS&EM processes your completed Travel Authorization form after you travel is completed.

After receiving your completed travel request form, DHS&EM will begin internal approval for your travel. If you need confirmation of the receipt of this form, please indicate your request in the comments section of the form. If there are any questions regarding information you have provided on the form, or concerns regarding your request, DHS&EM will contact you directly.

If you are deviating from the state approved travel dates or the most direct route to or from your destination, you must fill out the justification portion of the request form. A Deviation form will be filled out and sent to you for signature. If approved you will be responsible for making your own travel reservations and submit for reimbursement once travel is complete.

DHS&EM will make your airline reservations (unless you are deviating) and e-mail you your flight confirmation data. Flights that are not purchased by DHS&EM are not reimbursable unless permission has been received from the DHS&EM Administrative Manager in advance. Please indicate in the comments section on the travel request form if you would like the confirmation data another way (i.e. fax).

**TSA Secure Flight Program: Homeland Security/Transportation Security Administration (TSA) has mandated that all travelers on commercial airlines will provide their legal name, date of birth (DOB), and sex. The information will be used to compare travelers to current "watch lists." One of the results will be to avoid identity confusion and delays in security screening. In order to make a reservation in advance or online, this information must be supplied at the time of booking. Airlines have been requested to supply the information effective January 1, 2010.**

Rental cars must be justified on the travel request form and approved by the DHS&EM Administrative Manager PRIOR to renting a vehicle. In most instances a rental car will not be required because the hotel shuttle will pick you up and drop you off at the airport. If a hotel shuttle is not available, the next choice is a taxi. If you are approved for use of a rental car you must include the receipt with your completed travel authorization form in order to receive reimbursement.

At the completion of travel, mail or fax your travel authorization form back to DHS&EM with all original receipts. If you received an advance in per diem, you have 5 working days to complete and return your travel authorization form. If you did not receive an advance, you have 10 working days to complete and return your travel authorization form. Travel payments will be processed and mailed within fifteen working days of receipt by DHS&EM, providing all receipts and signatures are included with your travel authorization form.

Pursuant to the Internal Revenue Service, the State of Alaska travel guidelines have been revised. Effective 12/16/94 all SERC, LEPC, and non-employee travelers shall be reimbursed actual expenses only. Without receipts you will only be reimbursed for meals (per diem). The meal rate is \$60.00 per day. The meal rate is prorated according to the time you arrive on the first day and the time you leave on the last day. Effective 01/01/10 the mileage rate has changed to .500 per mile.

If you have any questions on your travel or on this form, please contact a DHS&EM Travel Coordinator at 1-800-478-2337.

INVITATIONAL TRAVEL  
REQUEST FORM

**EVENT:** Please check the meetings you will be attending i.e. Bi-Annual Preparedness Conference, LEPCA, SERC and indicate if you will be attending the social event.

**Bi-Annual Preparedness Conference**

Building Bridges Between Communities (8 AM Monday March 22 to 5 PM Thursday March 25)

**LEPCA/SERC Meeting:**

LEPCA Meeting, (Friday March 26, 2010 – 8 AM – 11:30 AM)

SERC Meeting, (Friday March 26, 2010 – 1 PM – 5 PM.)

**Optional Attendance**

Social Event, (Mon Evening.)

Location: Hilton Anchorage Hotel, 500 W. 3<sup>rd</sup> Avenue, Anchorage, Alaska

**ATTENDEE**

Attendee Legal Name (as it appears on official ID): \_\_\_\_\_

\*SSN(required for first time travelers only): \_\_\_\_\_

Position: \_\_\_\_\_ Representing: \_\_\_\_\_

Business/Home Mailing Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Business/Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**TRAVEL**

Date, Time, & Destinations: \_\_\_\_\_

Form of Travel: (Please Check One) \_\_\_\_\_ Airfare \_\_\_\_\_ Ferry \_\_\_\_\_ Personal Vehicle \_\_\_\_\_ City/Borough Vehicle

\*If Airfare or Ferry reservations are needed please supply the following information:

Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Hotel? \_\_\_\_\_ Y \_\_\_\_\_ N \*Rental Car? \_\_\_\_\_ Y \_\_\_\_\_ N Advance? \_\_\_\_\_ Y \_\_\_\_\_ N

**JUSTIFICATION:**

The State of Alaska requires all travel be completed in the most cost-effective manner possible. Please indicate any reasons for a deviation in lowest cost travel, i.e., private vehicle verses airlines, or extended travel dates and the reason:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Attendee Signature:** \_\_\_\_\_

Division of Homeland Security and Emergency Management's Approval: \_\_\_\_\_

Approval Date: \_\_\_\_\_

**Comments:**

\_\_\_\_\_

\_\_\_\_\_

\*Social Security Number's are required to establish traveler in the Alaska Accounting System. This information is safeguarded through state systems and this document is kept in secure files.

\*If the traveler needs airfare or ferry reservations and does not wish to supply the requested information on the form please note for us to call to obtain the required information. If the traveler does not wish to supply the information at all, then the traveler will be responsible for making their own reservations and seeking reimbursement. Reimbursement will only be authorized for the amount the State would have paid.

\*If rental cars are approved the traveler will be notified and be responsible for making rental car reservations. Once travel is complete the traveler can submit for reimbursement. It is the traveler's responsibility to re-fuel the car before turning it back in. All optional rental car costs will not be reimbursed including additional insurance, fuel charges, gps systems, etc. Separate fuel receipts from gas stations will be reimbursed.