



# Travel Update

January 2007

A newsletter for state government travelers and travel planners

[www.finance.utah.gov](http://www.finance.utah.gov)

A Utah Division of Finance quarterly communication service



*Pictured from left to right: Angie Lucus, David Cowley, Tami Nelson, Rick Beckstead, Governor Jon Huntsman, Tiffany Snowball, Mary Marsden, Martin Ferron, John Reidhead, Diane Hawkes*

## Governor Thanks State Travel Office Staff

## State Lodging Rates Not Available in Some Areas

## Plan Now to Avoid Convention Dates

## Rising Rates

## Passport to the World

## Travel Tips

## Fastbreak

## Important Websites and Links

## State Travel Office

## Governor Thanks State Travel Office Staff For a Job Well Done

Congratulations to the Travel team for their great work on the Governor's behalf. They did such a fine job with some complex travel arrangements that Governor Huntsman decided to thank them in person! We are not surprised, but we are proud of you just the same!

## New State Travel Manager and State Travel Coordinator Announced

We are pleased to announce that Tami Nelson was officially named as the State Travel Manager in November after serving as the interim manager. Mary Marsden has accepted the position of State Travel Coordinator and will assume those duties on February 12.

## State Lodging Rates Not Available in Some Areas of the State

The Vernal area, as well as some other areas within the state, frequently do not have rooms available at the state rate. If travelers or travel planners call a hotel to make reservations and are not able to obtain the state rate, it is mandatory that they have the State Travel Office make the reservation for them. If reservations are not made by the State Travel Office and the state rate is not offered, travelers will only be reimbursed the state rate.

Please remember that the State Travel Office is always happy to make reservations for you anytime! We are here and anxious to help you with any and all of your travel needs.

## Plan Now to Avoid Convention Dates

If your travel plans in 2007 include a stay in Salt Lake City, please note convention dates. Hotel rooms from Layton to Provo to Park City will be very difficult to secure during these dates.

***\*\*St. George is also a popular destination for many conventions. You can find information on what is happening there at [www.utahstgeorge.com](http://www.utahstgeorge.com).***

### **Convention**

### **Dates**

USA Deaf Sports Federation	February 1-10
Novell, Inc.	March 18-23
Quilts, Inc.	May 3-5
Rotary International	June 16-20
National Sheriffs' Association	June 21-28
American Statistical Association	July 29-August 2
Outdoor Retailer Summer Market	August 9-12
USANA	August 23-24
Nu Skin International, Inc.	September 5-8
Association of Military Surgeons of the US	November 11-16



## Rising Rates

A recent rash of forecasts issued by corporate travel industry consultants and travel management companies call for across-the-board supplier price increases in 2007, largely driven by corporate demand. In 2006, the average ticket price rose to \$247 for a one-way trip, up 13 percent from 2005. Most estimates predict increases of 7 to 11 percent over the course of the year taking domestic flights to their highest level since the end of 2001.

In addition, industry predictors estimate a 7 to 14 percent hike in daily hotel rates and car rental companies will see a 5 to 7 percent increase. The State is very fortunate to have contracts in place for airlines and car rentals. We will not be as impacted by these increases as those in Corporate America.

## Passport to the World

At first glance, a US passport is just a little booklet, about the size of a pocket notebook, but with this tiny document, you can visit almost any nation on Earth, earning approving nods from customs officials and collecting exotic stamps, one border post at a time. With a few notable exceptions—such as Cuba and North Korea—a US passport is respected in almost every harbor and airport on the globe.

With the tightening of Homeland Security, your passport isn't just a ticket to places—it's also your ticket back. Beginning on January 23, 2007, a passport will even be required for zipping around North America. The Western Hemisphere Travel Initiative will require that anyone who takes a flight to Canada, Mexico, or the Caribbean must have a passport or other approved identity card.



### How to Get a Passport

If you've never applied for a passport, the process can be intimidating—after all, it's not often you're dealing with the US Department of State. Really, though, it's pretty straightforward: First, you have to get an official passport photo of yourself. This can be done in lots of places: Camera stores, FedEx Kinko's outlets, Target are all set up to take passport pictures. Get a copy of your birth certificate, fill out your passport application (inelegantly called the DS-11), and turn in your materials along with a \$97 fee at the nearest passport facility. (<http://iafdb.travel.state.gov>). Do this as soon as you can—it can take several weeks, sometimes longer, to receive your passport. You can request expedited service, but faster delivery costs an extra \$60. Also, check the expiration date on your passport—many nations won't accept you if your passport is due to expire within six months. If you need help applying for a passport or have any further questions, call any of the agents at the State Travel Office,

### Applying for a Visa



A visa is a special document in your passport that is required to visit some foreign countries. Most visas are multi-colored stickers pasted into one of the pages of your passport. Many nations don't require a visa, unless you plan to work there (which is a far more involved process). Most countries don't require US travelers to obtain a visa (Japan, Canada, any member of the European Union), while other countries will not let you take one step into the airport without one (India, Brazil, Algeria). Still others may require additional documentation to clear customs (such as an International Certificate of Vaccination, or proof that you've purchased a return ticket). Places like Burundi can be very difficult to enter—you need three application forms, three photos, proof of a hotel reservation, and an official invitation to enter the country.

To obtain a visa for a particular country, look up the address of that nation's nearest consulate and give them a call. Remember to carefully read the terms of your visa: A tourist visa doesn't entitle you to do any kind of paid labor, and each visa is valid for only a specific amount of time and those times vary from country to country. (This piece was taken from the article "Your Passport: Don't Leave Home Without It" published on <http://travel.msn.com>).



## A Few Tips to Make Your Airplane Trip More Pleasant

### Before You Go...

- Pack liquids/gels in your checked baggage. For a short trip you are permitted to carry on 1 quart-size, clear plastic, zip-top bag holding 3 ounce or smaller containers of liquids or gels. Limited to one bag per traveler.
- You may carry baby formula, medications, water or juice, or gels for diabetics or other medical needs in unspecified containers; however, you must declare them to a security officer for screening.
- All footwear must be removed for x-ray screening. Wearing footwear that can be easily removed is helpful.
- Pack fragile items and valuables such as jewelry, cash and electronics in your carry-on.
- Avoid wearing accessories that contain metal, which will set off the metal detector.
- Put all undeveloped film in your carry-on bag, because checked baggage screening equipment may damage film.
- If carrying a firearm is required, please check with your airline for appropriate procedures.
- Leave cigarette lighters at home. Airlines collect thousands of lighters every day.

### When You Arrive...

- Take your quart-sized plastic zip-top bag out of your carry-on and place separately in bin.
- Declare all permitted liquid exceptions to a security officer in front of the checkpoint.
- Take your laptop and video cameras with cassettes out of their cases for screening.
- Remove your footwear and outer coat, suit coat, jacket or blazer to place in the bin for X-ray.
- Place the following items in your carry-on before entering the screening checkpoint: cell phones and personal data assistants, keys, loose change, jewelry and large metal items.

For a list of prohibited items go to [www.tsa.gov/assets/pdf/prohibited-and-permitted-items.pdf](http://www.tsa.gov/assets/pdf/prohibited-and-permitted-items.pdf)

## Make a *Fastbreak* to Your Budget Rental Car



Budget Rent A Car is the primary car rental supplier for all out-of-state travel by state employees. Please book a Budget vehicle using the corporate discount number **T155600** in order to ensure that the correct contracted price and insurance coverage is in place.

Also, please remember to sign up for *Fastbreak*—a Budget express service that lets you skip the line and go directly to your car. When you sign up you

will receive a RapidRez Number (BCN). Be sure to give your account number to the travel agent when you book a car. On your first *Fastbreak* rental, you will need to stop at the counter to present the credit card and driver's license you provided on your enrollment form. After that, you won't have to stop again.

You may use this link <http://www.cendantcarrental.com/budget/fastbreak/index.html?T155600> to sign up now, or visit our web site at <http://finance.utah.gov> and click on the Travel tab. The Budget *Fastbreak* Express Service link is at the bottom of the car rental page.



## Make a Note

March and April are extremely busy travel months. Try to plan now and be flexible. Also, be aware that airlines have been making frequent schedule changes. Be sure to confirm your flights 24 hours before departure.

Diamond Airport Parking has raised their prices to \$5.50 per day for self parking. State Travel Policy allows a \$6.00 per day allowance for parking.

## Important Websites and Links



<http://www.finance.utah.gov>

links to all state travel info

<http://www.travel.state.gov>

up-to-date requirements for international travel

<http://www.airwise.com>

information about flight arrivals and departures

<http://www.visa-bility.com>

expidites process of obtaining visa and passport

<http://waittime.tsa.dhs.gov/index.html>

security checkpoint wait times

# Who's Who in the State Travel Office

**Tami Nelson** (State Employee)  
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Featured on an American Airlines packet of peanuts:  
"Instructions: Open packet, eat nuts."



# HELP!

*Emergency Line During Business Hours, 8am to 5pm, Monday through Friday*

**801-537-9124**

*In-State Toll Free During Business Hours, 8am to 5pm, Monday through Friday*

**800-358-1019**

*After Hours Emergency Hotline, Minimum \$8.75 per call*

**866-489-9834**