

## MEMORANDUM

**STATE OF ALASKA**  
**Department of Transportation and Public Facilities**  
**Alaska Marine Highway System**

**Date:** November 9, 2011

**From:** Amy Wilson  
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**Subject:** Travel Requests to Training Events ~ Processes and Frequently Asked Questions

✓ For Instructional Purposes Only

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**Introduction:** This memo outlines many of the frequently asked questions about travel to miscellaneous training events and lodging available.

**Scenario:** A training event is advertised and you need to attend. However you do not live in the same area as the event....

- ✓ Does the flyer (AMHS memo advertising the class) state "...receipted travel, and meal & lodging per diem is authorized per contractual language"? If yes then see Item A. below.
- ✓ If it does not state that the above is authorized but does say that the Columbia is available then see item B. below.

✚ **Note:** If the Columbia is available as a hotel ship then even when per diem is authorized, it is to be used for lodging when in Ketchikan.

**A. Receipted Travel, Meal, and Lodging Per Diem Authorized:**

- ✓ Send an e-mail request to the AMHS Training Specialist, Amy Wilson at [amy.wilson@alaska.gov](mailto:amy.wilson@alaska.gov) and request the class.
  - Include your tentative travel itinerary; i.e. where you will be traveling from, mode of transportation; i.e. driving, ferry, air taxi service, Alaska Air, etc. and how many days nights in a hotel are required, etc. in the request.

**B. Travel is not authorized but Trip Passes & lodging on the Columbia are authorized:**

- ✓ If the flyer states that lodging is available on the Columbia, you need to provide the dates that you would like to stay onboard. Typically, no more than two (2) days on either side of the class dates are approved.
  - Lodging on the Columbia does not usually include meals. Sometimes the Columbia will have meal service though and meals are then authorized. Generally there is not time for you to return to the Columbia from a class for lunch. You are responsible for bringing (purchasing) your own lunch to the class.
  - Send an e-mail request to the AMHS Training Specialist, Amy Wilson at [amy.wilson@alaska.gov](mailto:amy.wilson@alaska.gov) to reserve a room on the Columbia.

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**Authorization Memos:** After you have requested a class, either via e-mail (preferably) or phone...

- ✓ You will receive an *authorization e-mail* with an "AMHS Authorization Memo" attached. This memo includes class information and instructions. Upon your request, the information may be sent to your home address via US Postal Service.

### **Travel to Training ~ Arrangements:**

- ✓ **You are responsible for making your own travel arrangements & payments.** This includes air travel fare, hotel charges, taxi cost, Trip & Annual Passes, etc. and providing the dates that you need to stay on the hotel ship (if advertised). If "Receipted Travel" is authorized, then attach the AMHS "Authorization Memo" to a TA Form for reimbursement.
- ✓ **Trip Passes are available:** Fill out a Pass Form (also posted on the AMHS Learning Portal) and ensure that you specify that you are traveling to an approved training event. Submit the Trip or Annual Pass Form to the AMHS Pass Desk. You can also contact Jodi Williams, Dispatch Trip Pass Desk, [Jodi.williams@alaska.gov](mailto:Jodi.williams@alaska.gov) or (907) 228-6804 for more information.
- ✓ **AVTEC ~ Meals & Lodging in Seward**
  - AVTEC has a Dormitory and Cafeteria Plan. Contact AVTEC directly to arrange for accommodations and meal tickets. Go to their website <http://www.avtec.edu/AMTC.htm> and download an application or call 800-478-5389.
- ✓ **PMI ~ Lodging in Seattle**
  - Deck Officers attending courses at PMI per MITAGS Training Contract are reimbursed a daily per diem amount by PMI for lodging & meals. Contact Jenny Pitzen, PMI Student Services Coordinator at (206) 441-2880 or [jpitzen@mates.org](mailto:jpitzen@mates.org).
  - PMI has special room rates and shuttle service arranged with the two hotels in Seattle 1) The Holiday Inn Seattle Center (206) 728-8123 and 2) The Marriott Lake Union (206) 213-0100 [Marriott.com/seacd](http://Marriott.com/seacd) ~ *these rates are available to anyone attending classes at PMI.*

### **T.A. (Travel Authorization) Forms**

- ✓ If receipted travel and per diem is approved, then submit a TA Form to either the IBU Dispatch Supervisor or the Licensed Dispatcher as specified on the "Authorization to Attend Memo"
  - Submit the TA Form after you have returned home from the Training Event and
  - Attach the "Authorization to Attend Memo" to the TA Form
  - There is an example TA Form posted on the AMHS Learning Portal <http://amhslearningportal.alaska.gov/>
- ✓ **Per diem rates vary:**
  - Daily meal per diem is \$60 per day (\$12, \$16, & \$32 ~ breakfast, lunch, & dinner)
  - Daily lodging per diem is \$95.00 per night
  - Rates vary, for questions contact:
    - AMHS Licensed Personnel contact Gene Christian, MEBA/MMP Licensed Dispatcher
    - AMHS Unlicensed Personnel contact Deborah Porter, IBU Dispatch Supervisor
- ✚ **Important!** At many schools, i.e. UAS & AVTEC, drinking water & coffee/tea may be funded through contributions by the Staff and Students. Please be respectful and bring your own or see if you can donate cash if you use these services (ask your Front Desk or your Instructor). Be sure to pick up after yourself and wash any drinking cups used etc.

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