What’s New . . .

August, 2010

Reminder: August Business Managers’ Meeting on August 12th

August Business Managers’ Meeting Reminder – The August Business Managers’ meeting will be held on Thursday, August 12th, in room 170 of Busch Student Center from 9:00 am – 10:30 am.

Messages from CPC

Southwest Airlines announced that starting Jan. 28, 2011 it will "not allow unused travel funds to be applied toward travel for anyone other than the original passenger." This means no name changes will be allowed. Keep this in mind when making reservations.

New Information - Traveler Impact
As early as September 15, 2010, some airlines will mandate full Secure Flight Passenger Data (SFPD). Airlines will cancel air reservations and inhibit ticketing. Reservations without full SFPD will be rejected by the TSA effective November 1, 2010.

Actions Travelers Need To Take
Provide Secure Flight Passenger Data information: full name, gender, and date of birth in your Cliqbook profile. Please refer to the letter attached below for more information.

Treasury Announcement

SLU Marketplace - The University is now offering a web-based, e-commerce solution called SLU Marketplace. The Marketplace offers the campus community an on-line mall featuring storefronts and provides departments with the tools to design, build, and maintain online shopping that meets the needs of the University. SLU Marketplace includes U-Stores which are developed, managed and maintained at the departmental level. U-Stores provide departments with the ability to collect payments electronically in the form of electronic check or credit card as well as provide online registration capabilities and detailed reporting. From collecting conference registration fees to purchasing SLU merchandise, the Marketplace makes it easy for students, parents, alumni and the community to do business with the University. Let SLU Marketplace fulfill all of your e-commerce needs in a manner that is cost-effective, efficient in process, and easily managed.

All prospective e-commerce business solutions within the University should be requested and approved by the Treasurer’s Office. E-commerce includes any business and financial transactions processed electronically, online or through the web.

To request a U-Store in the SLU Marketplace, please complete the U-Store Request Form or the form may be found in Documents & Forms on the Business and Finance website. For more information, please contact Mindy Fenton at 977-2466 or fentonmr@slu.edu. Click here to view the SLU Marketplace.
August 6, 2010

Dear Saint Louis University employees,

We would like to provide you with the latest update about the U.S. Department of Homeland Security’s (DHS) Secure Flight program, which transferred government watch list-matching from the airlines to the Transportation Security Administration (TSA).

**Traveler Impact – New Information**

The U.S. Transportation Security Administration (TSA) has advised all airlines that, effective November 1, 2010, all passenger reservations containing any U.S. city segment or flying over U.S. airspace must contain full Secure Flight Passenger Data (SFPD). Reservations without full SFPD will be rejected by the TSA, and airlines will be subject to penalties.

Because of this, airlines are seeking ways to ensure compliance for all sales channels, including travel management companies (TMCs), and will take the following actions should SFPD be missing from a PNR with U.S. airspace:

- Fines to the TMC
- Cancellation of the air reservation
- Inhibition of ticketing

Some airlines have advised that they will begin mandating the SFPD as early as September 15, 2010. As a result, travelers will be required to provide American Express Business Travel with all SFPD (name, gender and date of birth) when booking a ticket.

**Actions Travelers Need To Take**

The best way to ensure the SFPD are accurate and included in travel reservations is to verify that the required data is current, accurate and complete:

- **Traveler profiles should be kept current:** The best way to ensure the SFPD are included in the travel reservation is to make sure the data is included in the traveler profile, and that all the information is accurate and complete.

- **Provide Secure Flight Passenger Data information:** When making a travel reservation, travelers should provide the required data elements (full name, gender and date of birth). Additionally, travelers should be prepared to provide their passport number and redress number, which is issued by the Traveler Redress Inquiry Program (DHS TRIP) in order to limit watch list misidentification issues. Please note, however, that passport numbers and redress numbers are not required elements at this time.

On the next page, you will find further information and a series of frequently asked questions to help you understand the Secure Flight rule. You can also learn more by visiting the U.S. government’s TSA Web site, which has extensive information about Secure Flight, including information for the travelling public. Please go to www.tsa.gov and search for “Secure Flight.”

Please let me know if you have any further questions about what Secure Flight means for you.

Kind regards,

Elizabeth Anderson
American Express Business Travel
SECURE FLIGHT
Frequently Asked Questions

What Is Secure Flight?
Previously, the airlines were responsible for checking pre-departure passenger lists against federal government watch lists, which contain the names of individuals on the No Fly List, known or suspected terrorists and passengers who require additional screening. Secure Flight transfers this duty to TSA, helping to ensure safer air travel and providing peace of mind for passengers who were previously misidentified as being part of a watch list.

How does Secure Flight work?
For identification purposes, travelers are required to submit their name, gender and date of birth to the air carrier when booking a ticket. Additionally, travelers should be prepared, although are not required, to provide, their passport number and redress number, if available. The redress number is provided by the U.S. Department of Homeland Security to help prevent future delays for misidentified passengers. Travelers who have been misidentified can apply for a redress number at www.dhs.gov/trip.

The airlines will give TSA this passenger data 72 hours before takeoff. If a reservation is booked with fewer than 72 hours until departure, the airlines are required to provide the information to TSA as soon as they have it.

What actions are the airlines taking?
Airlines are seeking ways to ensure compliance for all sales channels, including TMCs, and will take the following actions should SFPD be missing from a PNR with U.S. airspace:
- Fines to the TMC
- Cancellation of the air reservation
- Inhibition of ticketing

Some airlines have advised that they will begin mandating the SFPD as early as September 15, 2010. As a result, travelers will be required to provide American Express Business Travel (AEBT) with all required name, gender and date of birth when booking a ticket. Additionally, travelers should be prepared to provide their passport number and redress number, if available, although these are not required elements at this time.

When does the new mandate go into effect?
Some airlines have advised that they will begin mandating the Secure Flight data as early as September 15, 2010. As a result, travelers will be required to provide American Express Business Travel (AEBT) with all required Secure Flight data elements. Travelers will be required to submit their name, gender and date of birth when booking a ticket. Additionally, travelers should be prepared to provide their passport number and redress number, if available, although these are not required elements at this time.

When must the name on a client’s airline ticket exactly match the name on his / her ID?
TSA has built some flexibility into the processes regarding passenger name accuracy. For the near future, small differences between the passenger’s ID and the passenger’s reservation information, such as the use of a middle initial instead of a full middle name or no middle name / initial at all, should not cause a problem for the passenger. Over time, however, passengers should strive to obtain consistency between the name used on their ID and in their travel information.

Aircraft operator and travel agency systems may not be able to support changes to the way passenger names are currently stored in various accounts. Aircraft operators and travel agencies are continuing to make the changes to their systems necessary to update passenger information to a format compatible with the Secure Flight requirements. Although it might be challenging to make these modifications now, passengers should find it progressively easier between now and the 2010 implementation deadlines.

If the name printed on the travelers boarding pass is different than what appears on their government ID, will they still be able to fly?
Boarding passes may not always display the exact name provided when the traveler is booking their travel. The name provided at booking is used to perform the watch list matching before a boarding pass is ever issued, so small differences should not impact travel. Secure Flight is a behind-the-scenes process that TSA and airlines collaborate on to compare the information provided against government watch lists. The additional data elements
provided, such as date of birth and gender, serve to better differentiate the traveler from individuals on the government watch list.

**Where can I find more information about Secure Flight?**
The U.S. government's TSA Web site has extensive information about the Secure Flight, including information for the travelling public. Please go to [www.tsa.gov](http://www.tsa.gov), and search for “Secure Flight.”