



Accounting and Administrative Manual

Section 100: Accounting and Finance

EasyBiz Controls
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Purpose:

To establish and maintain an effective internal control structure for the Alaska Airlines EasyBiz program.

General:

Annually, as of June 30, EasyBiz administrators are required to reconcile EasyBiz account activity. A fiscal year EasyBiz activity report is due September 1 that provides the following for the prior fiscal year:

- Account Name, Account administrator's name and department
- Beginning and ending of fiscal year mileage balance
- Total miles earned
- Total miles redeemed and/or expired
- The number of mileage tickets used
- The purpose of each mileage ticket with the expense report #.
- Identify any other activity necessary to reconcile the account
- Identify any credit certificates used and available

The annual report should be forwarded to the campus travel administrator, who will review the list for completeness and accuracy, then send to the Statewide travel administrator.

The following are additional requirements:

1. Ensure there is a primary administrator and an alternate administrator assigned to each account.
2. Upon departure of an EasyBiz account administrator, reassign access to the EasyBiz account by emailing Alaska Airlines and informing them of the change and information regarding the new administrator.
3. Other:
 - a. Redemption of mileage and credits is not available for personal travel purposes.



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- b. No personal travel should be processed in EasyBiz.
 - c. EasyBiz accounts should be utilized for business travel as much as possible to earn business miles.
 - d. EasyBiz login information should not be shared.