


Vice President for Business Affairs

Date: March 1, 2013

To: President, Vice Presidents, Associate/Assistant Vice Presidents, Deans,
Department Chairs

From: Kerry Kennedy,  Vice President for Business Affairs

Subject: Important Changes to UTSA Travel REQUIREMENTS

SUMMARY & BENEFITS OF NEW REQUIREMENTS

The passage of SB 5 (82nd Legislature) exempted higher education from the purchasing requirements that govern their participation in state travel contracts.

The U. T. System and its Travel Council issued an RFP for system-wide travel management services with the following goals: streamline contract management, improve reporting, minimize cost, improve overall service focusing on the traveler, and travel arranger and provide innovative use of technology. After an extensive review and evaluation of the RFP responses, it was determined that mandating the use of the agencies for business travel and transitioning from a per ticket transaction fee to a comprehensive management fee would result in an annual System wide savings of 15%.

All U. T. System institutions will use an exclusive supplier for travel agency services and car rental services effective May 13, 2013.

NEW REQUIREMENTS & AVAILABLE DISCOUNTS

For all bookings effective May 13 and after, all U. T. System employees will be REQUIRED to use the following travel agencies: Corporate Travel Planners or Anthony Travel. And all employees will be REQUIRED to use the following car rental agencies: Enterprise/National Holdings, Avis/Budget Group, and Hertz Corporation. Exceptions are noted below.

If you choose to use Corporate Travel, you will have the option of calling an agent for full service (most expensive & varies based on services) or using the robust and much less expensive on-line system, CONCUR. If you choose to use Anthony Travel, you must call an agent for full service as there is no on-line tool available.

You may use any airline you choose, BUT you are required to book your reservations through one of the two travel agencies above. You may book your car rental reservations through one of the two travel agencies OR you may book your car rental reservations directly, with no transaction cost.

As your travel allows, you may wish to use one of the following airlines with which the U. T. System has negotiated discounted rates: American, United, Southwest, and JetBlue. Again, while you may choose any airline you wish, we encourage you to use these airlines, as your travel allows, taking advantage of the discounted rates.

The discount rates for the above airlines are as follows:

American Airlines: 2% - 40% discount based on the fare paid and travel destination. Discounts apply to all American partner airlines, such as Japan Airlines, British Airways, Iberia Airlines, and Alaska Airlines.

United Airlines: 2% discount to any United Airline ticket/fare (including any destination). The discount is applied at the time of purchase, resulting in an immediate savings.

Southwest Airlines: 2%-5% discount applied to all tickets purchased within seven days of departure.

JetBlue Airlines: 1%-10% discount on all non-stop JetBlue flights. The discount level is based on fare paid and destination.

Travelers can continue to refer to and use State Comptroller contract hotels or those which meet the travelers' needs as there are no restrictions on hotels, though we encourage you to strongly consider the discounted rates available through the State.

POLICY EXCEPTIONS

As noted above, effective May 13, 2013, all faculty, staff, students, and guests who travel on University business are required to use the authorized travel agencies. Those currently exempt from this requirement include: student group travel and athletics. Exceptions will also be made for the following:

- travel paid by an outside entity,
- emergency situations (flood, hurricane, etc.), and,
- in the circumstance when UTSA's travel agency is unable to provide an airfare within \$100 of a lower fare available from an alternate travel provider with apples-to-apples comparison (this exception requires advance approval of Diana Macias-Ollervidez at X6915 or Nora Compean at X4831).

NON-COMPLIANCE

While we expect few non-compliance transactions, we understand with the initial launch of the new requirements and with the continuing hire of new employees, a few instances of non-compliance are likely. And due to the cost savings benefits, service enhancements, and U. T. System contractual agency arrangements, we also want to discourage and curtail repeat violations. Please note the following implications of non-compliance.

1st violation for employees who do not use the approved travel and car rental agencies: various levels of management to include the appropriate Vice President will be notified,

and the traveler (and travel arranger – as relevant) will receive a reminder along with the new policy. Attendance at a travel information training session will be encouraged.

2nd violation – Management including Vice President will be notified; traveler (and travel arranger – as relevant) will receive another reminder & policy; prior to future travel both traveler and travel arranger will be required to attend travel training class (or attend again, as may be the case), and again, before traveler is allowed to resume travel, traveler will be required to submit a memo to their Vice President explaining why approved agencies were not used.

Further Violations - Management including Vice President will be notified; traveler will not be reimbursed for his policy-related trip expenses; traveler will be suspended from future travel until allowed by the Vice President; and multiple infractions (3 or more) of this policy should be handled by the appropriate Vice President consistent with a progressive disciplinary process.

Please ensure you refer to and use the latest updated travel guidelines, FMOGs and forms.

TRAINING CLASSES

You will soon receive schedules for travel informational sessions and training classes for travelers and travel arrangers that will begin later this month. **Travelers and travel arrangers attendance is strongly encouraged, as well as those responsible for authorizing travel arrangements, travel card payments and travel reimbursements.**

QUESTIONS?

If at any time you have questions, please contact Diana Macias-Ollervidez, Assistant Controller, at diana.ollervidez@utsa.edu or at X6915, and Nora Compean, Assistant Director of Disbursements and Travel Services, at nora.compean@utsa.edu or at X4831.

We thank you for your support and cooperation as we continue to provide the highest level of service while at the same time, considering options to reduce costs.

Please distribute this announcement to all members of your staff who are responsible for fiscal management, individuals involved in making travel arrangements, and individuals preparing and or approving request for travel authorizations, travel card payments, and travel reimbursements.