

Mission of Travel Advisory Group

The System Wide Travel Services initiative was selected by the Strategic Collaborative Sourcing Committee as a project due to the potential for savings in travel expenditures, the potential for increased services to students and to mitigate the risks associated with international and domestic academic travel programs. The primary goal of the group is to gather information regarding current short and long term international travel programs as well as information on institutional domestic and international travel expenditures and based on the information gathered provide procedural recommendations to help campuses to reduce the costs and risks associated with travel. A secondary goal of the group is to pilot a travel website to promote international academic travel opportunities to students, to provide faculty with resources for program creation, and to potentially reduce travel expenditures.

Current Work

TAG has 6 sub-committees:

Survey: charged with gathering data from all campuses on current travel programs and travel expenditures; this data will be used by subcommittee's when preparing recommendations.

Finance: compilation and analysis of financial data gathered by Survey team.

Risk Management: research: types of insurance needed for international (and domestic) travel, types of travel insurance currently used by campuses, insurance packages and costs, potential for cost savings through collaboration.

Forms/Procedures/Waivers: review of forms and procedures used currently by campuses; recommendation of "best practices" forms and procedures after review by General Counsel.

Pilot: research and choose a vendor to provide a travel portal website to be available for use by faculty and students for all academic travel.

Labor Relations/ Personnel: what are the employee bargaining agreement concerns/ issues as related to current travel programs and future TAG procedural recommendations?

Topics that do not fit neatly into the sub committees are handled by the entire group.

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