

## **Reduce Mileage Reimbursement Rate**

This reduction moves the rate per mile down from that published by the Internal Revenue Service to the average cost per mile incurred by the University to rent a vehicle.

## **Mandate Online Booking**

Online booking costs the University \$5 per transaction vs. \$22 per transaction by phone. Only 22% of employees are currently booking online.

## **Mandate Use of University Credit Card**

University receives a 1.65% rebate for each dollar spent on the University Credit Card.

## **Mandate use of a single travel agency**

Increased volume through University travel agency would result in a higher rebate.

## **Per Diem Reimbursement Model**

Savings achieved through reduction of time and resources spent preparing, processing, administering, and auditing travel receipts. To execute on this strategy, a change in state statute is needed.

*Pending conversations with the state.*

## **Book visitors through selected travel agency**

This strategy is used in some parts of the University already, and allows the University to capture savings on visitor travel, lodging, and ground transportation.

## **Purchase and Implement “Concur” Software**

The Concur software is designed to simplify reporting by travelers, allow greater monitoring of traveler safety, and increase accountability. The software is targeted to be operational by June 30, 2018.