

Summary

The passage of Senate Bill 5 (82nd Legislature) exempted higher education from the purchasing requirements that govern their participation in state travel contracts. As a result of this legislative change, the U. T. System, together with the U. T. System Travel Council which includes representatives from each institution, issued RFPs for system-wide travel management, airline and car rental services. This process set forth the following goals: streamline contract management, improve campus and system-wide travel reporting/tracking, minimize costs, improve overall service to both the traveler and travel arranger, and offer innovative use of technology.

After extensive review and evaluation of the RFP responses, it was determined that utilization of centralized contracts for all U. T. System travel will result in an annual system-wide savings of 15%. It will also provide the University of Texas System vastly improved reporting and tracking of faculty, staff and students across the globe, thereby allowing for appropriate response in case of emergencies.

Accordingly, effective May 13, all U. T. System employees will be **required** to use the following contracts for University business related travel:

Travel Agencies

- Corporate Travel Planners, or
- Anthony Travel

Initially, you will only have the option of calling a full-service agent through either Anthony Travel or Corporate Travel Planners. In early summer, an online option, CONCUR, will be implemented through Anthony Travel. CONCUR will be a more robust and less expensive option than calling either agency. Although the online option will only be available through Anthony Travel, either agency remains available for use of the full-service call in option.

Please note that the University's contract with Sun Travel will expire on May 13, 2013. Thereafter, all travel must be arranged through either Corporate Travel Planners or Anthony Travel. It is also important to note that use of travel sites such as Expedia, Travelocity, SWABIZ, etc. will no longer be permitted.

Car Rentals

You may book your car rental reservations through one of the two travel agencies or you may book your car rental reservations directly with the agency, thus avoiding a transaction cost. The contracted agencies are:

- Enterprise/National Holdings
- Avis/Budget Group, or
- Hertz Corporation

Airlines

You may use any airline you choose, but you are **required** to book your reservations through one of the two travel agencies above. As your travel allows, you may wish to utilize any of the following airlines with which System has negotiated discounted rates. The discount rates for airfare follow:

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.

Training

Shortly you will receive schedules for travel informational sessions and targeted training classes for travelers and travel arrangers. These sessions will be offered during the month of April and early May. Travelers and travel arrangers are strongly encouraged to attend.

Questions

For any questions please contact Tessy Rappé, Director/Associate Comptroller, at trappe@utep.edu or ext. 7865, or Annette Aguilar Hinojos, Accounts Payable Assistant Manager at amaguilar6@utep.edu or ext. 6120.

We appreciate your support and cooperation as we implement these changes.

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.

Cynthia Vizcaíno Villa
Vice President for Business Affairs
Administration Building Room 301
El Paso, Texas 79968
Phone (915)747-5113
Fax (915)747-5068