



EMORY
UNIVERSITY

TO: Administrative Council

FROM: Michael J. Mandl *mm*
Earl Lewis *EL*
Fred Sanfilippo *FS*

DATE: February 4, 2010

RE: Travel Policy and ISOS Services

Last summer, Ways and Means charged a sub-committee to review and update Emory University's travel policies with the following goals: (1) to provide Emory travelers with convenient and easy-to-use travel services; (2) to assure the lowest overall institutional costs in meeting Emory's travel needs; and (3) to collect data to support management decisions, safety, insurance and reasonable policies for business travel.

As a result of that review, Emory will make a transition from the current policy of recommending the use of preferred air travel providers to the mandatory use of Emory's air travel providers effective for travel booked on or after April 1, 2010. This change in policy applies to Emory's faculty and staff traveling on work-related business funded by Emory, including grant and sponsored programs. The policy also applies to students on travel funded by Emory.

Beginning April 1, 2010, payment or reimbursement for air travel expenses will be based on compliance with this policy.

Emory is implementing this new air travel policy for the following reasons:

- Automatic uploading of travel itineraries with ISOS, a service Emory provides its travelers in the event of emergencies;
- Ease in booking travel through direct billing via SmartKey;
- Ease in compliance with air travel restrictions for federally-funded sponsored programs and adherence to Emory travel policies (which are currently not being fully followed);
- Negotiating future additional airline discounts by consolidating and maximizing Emory's air travel purchasing power through its air travel providers; and
- Institutional savings on Emory's annual air travel expenditures.

Please share this memo and its importance with your departments and units, and look for updates in *Emory Report* prior to the implementation of this policy change, and on Emory's travel website: www.travel.emory.edu. For questions, please call Jennifer Hulsey, Director of Communications and Marketing for Emory Marketplace, who oversees Emory's air travel services (404-727-8096).

