

Reduce Mileage Reimbursement Rate

is 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.

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.

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.