

# Dickinson

## Third Party Corporate Travel Program

# Timeline

- Summer 2018 – analyze travel spend and evaluate potential savings under a centralized travel program
- November 2018 – P&B approval to proceed with Uniglobe
- January 2019 – Travel Program Working Group established by P&B to review the college's travel policy
- April 2019 – P&B approval to implement the travel program and open session for employees
- May 2019 – Board approval of the FY20 budget; targeted sessions in Advancement and Admissions to pilot the program; training materials sent to all employees
- July 1, 2019 – Rollout to the campus community
- September 2019 – Follow up open session

# Working Group

Cross-divisional group formed to review the current travel policy and work with Uniglobe to implement best practices for booking processes in adherence with the policy.

The working group consists of members from the following areas:

- Advancement (**co-chair**) – Brian Falck
- Enrollment (**co-chair**) – Molly Boegel
- Faculty – Shawn Bender and David Jackson
- Global Study and Engagement – Kristine Barrick
- Student Life – Donna Hughes
- Athletics – Joel Quattrone
- Risk Management – Ashley Zink
- HR Services – Jeanette Diamond
- Financial Operations – Margaret Stafford and Sean Witte
- Additional resources – Travis Lipscomb and Dave Nelson

## Objective of the Program

To implement a corporate travel program which will help us find efficiencies in our travel spending by taking advantage of discounts and other benefits associated with a centralized corporate travel program without sacrificing the overall level of travel or options available to employees.

# Advantages of a Corporate Travel Program

- **Cost savings** – negotiated rates through global networks of agencies; customer protection programs allowing for the waiver of fees for itinerary changes; automated tracking of lower fares after booking; implementation of travel policy guidelines.
- **Convenience and ease of booking** – eliminates the need to search multiple sites for best rates; employee profile is saved in the system (rewards, preferences, credit card, etc.).
- **Customer service support** - 24/7/365 assistance, including assistance while traveling; confirmations, check-in, updates and other functions are all available via the mobile app.
- **Business and individual perks** – the college and employees earn frequent flyer miles for travel booked through the program; employees have access to discounted corporate rates for personal travel.
- **Centralized reporting** – ability to monitor activity and manage expenses; exception reporting available for supervisors;
- **Duty of care** – quickly find out who is traveling (or plans to travel) in a certain area and contact them via text/email in a crisis situation.