**Call to discuss University Travel Policy minutes**

**Date:** Monday, March 24th

**Time:** 2:30-3:30 p.m.

**Attendees:**

Cindy Klein-Banai

Cathy Young

Jim Martinie

Morgan Johnston

Stephanie Lage

**Topics:**

* Policy change is difficult
  + Procedural
  + Need to consider how to purchase fairly
  + Additional information for the rail page
  + Working with OBFS
* Business travel
  + Bus or Rail- Amtrak
    - Discount
    - Travel Card (T-Card)
      * Work to redesign the page
  + GPC&D Group will need to approve website changes
    - User testing and will have feedback from user group
  + Pull information from Scott Speegle –IDOT employee liaison to Amtrak
    - Morgan-“nice paragraphs”
  + Jim and Cathy have run a preliminary report to ID instances of travel between Champaign and Chicago.
    - Will identify departments for initiating outreach to
    - The report should also Include travel between Chicago and Springfield
  + Policy change will be very hard. The University has been advocating for change in caps on lodging and per diem without results. It’s not likely to receive traction of policy change immediately
    - Considering it is handled from above/state level
    - Best approach is to make it voluntary and enhance website to direct people that way
    - Stephanie will contact Gary Miller to ask if this is something the GGCC Higher Ed Policy group could take on
* Steps:
  + Reorganization and resequencing of website
  + Promotion of Amtrak
  + Report back in 2 weeks Call will be set up when needed, meantime via email. It would be great to have something for Earth Week 4/21 – so we could at least reach out to departments that are identified with some messaging even if websites are not ready.