

Modification to Travel and Entertainment Policy

Friday, May 20, 2016

Dear Colleague:

As your new Vice Chancellor and Provost, I have had the privilege these last few weeks of meeting many faculty and staff members and learning about what makes Syracuse so unique. I am grateful for your support during this time of transition.

During this time I also have been involved with institutional efforts to implement sound strategies and policies that further support academic excellence and strong fiscal health. That work has included a re-evaluation of the policy implemented last summer to reduce our overall travel spending and create a one-stop resource for travel reservations.

I am writing now to inform you that Syracuse University will be discontinuing its relationship with BTI Travel. **As of Monday, May 23, 2016, faculty, staff, and students may book air, hotel, and car reservations through travel websites other than Concur and no longer need to provide supporting documentation for lower fares.** All existing travel reservations remain active and valid for use. This refinement applies to all University travel, including sponsored research and grant-funded travel. Please note, however, that all other aspects of the policy remain in effect until further notice.

This policy change was made after consultation with members of the Travel and Entertainment Policy Initiative Team and review of campus survey results. With my support, the University will continue to explore other options and policy refinements to ensure the most competitive rates for travelers and improve traveler satisfaction. I will keep you updated on our progress. Your continued diligence to proactively manage travel costs is greatly appreciated.

The intended goal of this policy truly had the campus community's best interest at heart. But after assessing your feedback, I also understand that we need to be flexible and demonstrate our ability to adjust policies so that they work better for everyone.

I hope you will agree that this is a positive step for our University. I would especially like to thank the reconvened team, led by Professor of Physics Alan Middleton, for all their research, analysis and guidance on this policy and ensuring the best possible outcomes for us all.

If you have any questions or feedback related to this refinement, please contact Director of Purchasing Douglas Freeman at 315-443-2038 or dhfreema@sy.edu. Thank you for your attention and cooperation in this matter.

Sincerely,



Michele G. Wheatly
Vice Chancellor and Provost