We would like to see that all new changes to the travel rules are sent the Senate Faculty Affair Committee to be discussed before they are imposed on the faculty.

- Travel policy changes are available for review and comment prior to adoption. Mike Glisson is meeting with Faculty Senate to explain the travel policy and hear suggestions.

It would be nice to have a designated person on this campus that the faculty can call up and ask for clarification of the rules or make suggestions on how to improve the system.

- Contact one of the following individuals:
  - Mike Glisson, Controller, at 713-743-8706 or mglisson@uh.edu
  - Samantha Yurus, Accounts Payable Director, at 713-743-8721 or syurus@uh.edu
  - Sandra Silva, Accounts Payable Travel Manager, at 713-743-5883 or ssilva@uh.edu

There are too many forms to be filled out and almost every one of them asked for names, travel dates, purpose-and-benefit, etc. Even if we cannot reduce the amount of information that the administration want, at least there should be a way to enter the information once and be populated to all forms. This can be done easily and would save a lot of time for the faculty. It also has the benefit reminding travelers about the forms that they have to include.

- Concur reduces duplicate data entry and the time required to complete a Travel Request and Expense Report.
- Concur includes reminders about required forms (Export Controls, Fly America Act, etc.).

We have heard that there is an electronic travel request system on the work for several years. Can we have an update on that? Has the system designer seek any input from faculty member (the users)?

- Concur will be rolled out to the entire campus in 2015.
- Faculty members were invited to participate in the selection process of a travel management system and Mike Glisson is open to faculty suggestions about the system selected (Concur).

How about establishing a faculty travel advisory committee? We have a committee to give advice on parking. Why not Travel?

- A faculty travel committee has been established.

A longer term goal will be to review the information required for travel documents. An example is given below. Most faculty travel for a few typical reasons: to attend conference for example. Isn't it obvious what the "purpose and benefit" for the university is? In fact attending national and international conferences is a requirement when it comes to P&T decisions. Is it possible to reduce the paper work to ask certain questions only if they are not a typical travel?

- Concur has mostly drop-down menus to make it easier to complete the forms. The purpose and benefit area is used to enter the name of the conference and to explain the purpose of any non-conference trips.

Another example. If someone arrives on the day before the conference and departs the day after the conference, is it necessary to fill out "report that describe the activities and meetings including those attending, and how the trip was beneficial for the university"? I can understand the reason to fill out additional report if someone takes additional days to visit colleagues. But not for a "simple" travel.

- We will review the Trip Report to determine if it can be streamlined and standardized across the university.
Some other specific complaints:

Only being reimbursed for arrival right at the beginning of a conference rather than a day or so earlier to get over jet lag, especially with international travel.

- **Travelers can arrive one day before and leave one day after official business.** We will review to see if additional time can be allowed for international travel.

Not being able to network outside of the conference if you must arrive day of conference and leave immediately after.

- Arriving a day early or staying an additional day after a conference to have meetings with colleagues is permitted as long as it is noted on the Travel Request and documented in the trip report.

Being able to stay over the weekend if the conference ends on a Friday.

- IRS rules do not allow staying over the weekend when official business ends on Friday unless there is a required business meeting on Sunday or Monday or it is less expensive overall to stay longer (cheaper flight on Sunday or Monday that offsets other travel expenses).

Not being able to stay more even when staying longer will cost less than staying just for the duration of the conference.

- Staying longer to save money is allowed but should be documented on the Travel Request and Expense Report. But please note that you do not get reimbursed for the extra days.

Having to estimate cost of airfare months in advance.

- The Travel Request includes an estimate of travel expenses. It is easy to obtain an estimate of expenses in advance using Concur or other travel tools.

Having to account for everything that will be done months ahead.

- I’m not sure what this means. Travelers are required to account for their expenses per IRS rules in order for reimbursements to be non-taxable.

Having to provide "proof" for the cost that will be paid by a "third party."

- When all departments are using Concur, travelers will only have to provide a third party email or letter indicating what the third party will pay for if less than 100% of the travel expense will be covered. If there will be no payment or reimbursement by UH, a third party email or letter will not be required. However, a Travel Request will still be required to approve the employee’s time away from the university.

Having to fill out additional forms from the department and/or the college.

- Colleges/departments may require additional forms. Finance will work with the colleges to determine why additional forms are required and hopefully reduce the need for college or department-specific forms.