

TRAVEL & EXPENSE PROJECT

Benefits

Screenshots

Timeline

A partnership between
Procurement and Supplier Diversity Services
and the Office of Organizational Excellence



UNIVERSITY *of* VIRGINIA



TRAVEL AND EXPENSE BENEFITS

BENEFITS AT-A-GLANCE

- Process simplification through automation
- Mobile booking and expense solutions
- Flexible payment options
- Increased Export Controls compliance
- Enhanced Duty of Care capabilities (safety)
- Better pricing through negotiated contracts

POLICY SIMPLIFICATION RECOMMENDATIONS

5 Policies Reviewed

- Travel
- Social Event Meals
- Business Meals
- Payment Vouchers
- Self Approvers



32 Components Streamlined

- Eliminate overly burdensome requirements
- Align state and local fund regulations
- Simplify approvals

1 Policy

- separate travel
- business meals
- social meals

SERVICES

Service Options

- Full Service with Travel Agency
- Self Service - traveler
- Self Service - assistant

Traveler Profile

Book a Trip

Improved Analytics

- Safety
- Spend





Screen Shots

ONLINE BOOKING TOOL

Visibility into travel spend

The screenshot shows the AirPortal Travel Management Reporting dashboard for the University of Virginia. The browser address bar displays <https://app.cbtat.com/datalogic/dashboard>. The page header includes the logo for CHRISTOPHERSON BUSINESS TRAVEL and the AirPortal logo with the user initials MB.

The main navigation bar contains links for HOME, AIRPORTAL 360™, TRAVEL MANAGEMENT REPORTING, and MENU.

Travel Management Reporting

Yearly | 2015 | All

Search Accounts [All]

University of Virginia

01/01/2015 - 08/05/2015

Total: \$39,855.00

Category	Amount
Air	~\$35,000
Hotel	~\$3,000
Car	~\$1,000
Misc	~\$755.00

University of Virginia

Jan 2015 - Aug 2015

Month	Air	Hotel	Car	Misc
Jan 2015	0	0	0	0
Feb 2015	0	0	0	0
Mar 2015	0	0	0	0
Apr 2015	0	0	0	0
May 2015	0	0	0	0
Jun 2015	0	0	0	0
Jul 2015	~\$24,000	~\$10,000	~\$1,000	~\$500
Aug 2015	~\$4,855.00	0	0	0

Quick Links

- IBank
- ValueLogic® - Reporting

Edit Quick Links

AirBank® Summary

University of Virginia
Unused Ticket Activity - Last 12 Months

AirBank® Expiring

No Expiring Tickets

ValueLogic® - Savings Report

University of Virginia
08/05/2014 - 08/05/2015

Yr.	RoI.	Q1	Q2	Q3	Q4

Taskbar: 1:33 PM, 8/5/2015

Visibility into travel disruptions

The screenshot displays the AirPortal SecurityLogic interface. At the top, the browser address bar shows the URL <https://app.cbttat.com/securitylogic?role=manager>. The header features the **CHRISTOPHERSON BUSINESS TRAVEL** logo on the left and the **AirPortal** logo on the right. A navigation bar below the header includes links for **HOME**, **AIRPORTAL 360™**, **SECURITYLOGIC®**, and a **MENU** icon.

The main content area is titled **SecurityLogic® Detailed Map** for the **University of Virginia**. It includes a control bar with tabs for **Travelers**, **Safety Check**, **Overlays**, **Zoom**, **Map**, and **Legend**. The map itself shows a world map with numerous yellow warning triangles and blue information icons placed over various countries, indicating travel disruptions. The map is zoomed in on the Americas and Europe. The Windows taskbar at the bottom shows the system time as 5:28 PM on 7/23/2015.

Identify and communicate with specific travelers in any given location according to pre-defined travel warning criteria

The screenshot displays the SecurityLogic web application interface. The browser address bar shows the URL <https://app.cbttat.com/securitylogic?role=manager>. The application header includes navigation links for HOME, AIRPORTAL 360™, and SECURITYLOGIC®, along with a MENU icon. The main content area is titled "SecurityLogic® Detailed Map" and is focused on the "University of Virginia" location. The map shows a purple marker in Cleveland, Ohio, with a tooltip displaying traveler information for Alexis Moore, including their location (Cleveland, US (CLE)) and a link to view their itinerary. A second tooltip, titled "CAUTION - Security", is overlaid on the map near Baltimore, MD, indicating a security event from July 23, 2015, to July 24, 2015. The alert text reads: "SECURITY - Baltimore, MD - Four adults, three teens shot across Baltimore in overnight gun violence. More Info...". Below the alert text are buttons for "Notify Travelers" and "View Notifications". The map interface includes various controls such as "Travelers", "Safety Check", "Overlays", "Zoom", "Map", and "Legend". At the bottom of the map, there are filters for "All Travelers", "Within Next 7 Days", "All Locations", and "All Airlines", along with a "Reset" button. The Windows taskbar at the bottom shows the system time as 5:31 PM on 7/23/2015.

Traveler Profile

- Specify emergency contacts, travel assistants
- Add multiple forms of payment
- Indicate frequent flyer programs, air travel, hotel, and car rental preferences, accessibility preferences
- Add passport and visa information, no need to key for every trip

Travel Preferences [Go to top](#)

Eligible for the following discount travel rates/fare classes

AAA/CAA Government Military Senior/AARP

Air Travel Preferences ⓘ

Seat: Seat Section: Special Meals: Ticket Delivery:

Preferred Departure Airport: Other Air Travel Preferences: Medical Alerts:

Hotel Preferences

Room Type: Smoking Preference: Foam pillows Rollaway bed Crib

I prefer hotel that has:

a gym a pool a restaurant room service Early Check-in

Accessibility Needs

Wheelchair access Blind accessible

Car Rental Preferences

Car Type: Smoking Preference: Car Transmission: In-car GPS system Ski rack

Message to Car Rental Vendor:

Frequent-Traveler Programs

Your Frequent Traveler, Driver, and Hotel Guest Programs [\[+\] Add a Program](#)

Air Travel

- Flight options arranged in easy to use grid
- Guest booking option
- Sort by various criteria – price, flight time, departure time, arrival time, etc.
- Similar to Expedia, Travelocity, Kayak
- Information is real time

CONCUR Travel Reporting App Center Administration Help Profile

Travel Arrangers Trip Library Templates Tools

CHARLOTTESVILLE, VA TO NEW YORK, NY TUE, SEP 1 - MON, SEP 7

Print / Email
Hide matrix

	Amtrak Regional	Multiple Carriers	American Airlines	US Airways	Delta
All 121 results					
Nonstop 6 results	178.00 4 results	909.20 2 results	--	--	--
1 stop 22 results	--	393.70 4 results	393.70 8 results	393.70 2 results	463.70 8 results
2 stops 93 results	--	404.70 52 results	404.70 25 results	404.70 16 results	--

Baggage Fee Policies Show fare display legend

Shop by Fares Shop by Schedule Sorted By: Depart - Earliest

Expand All Details

Displaying: 121 out of 121 results. << Previous | Page: 1 of 13 | Next >> | All

Price	Carrier	Depart	Arrive	Stops	Duration
\$472.20	Delta	CHO 06:05 am → LGA 11:04 am		1	4h 59m
		LGA 04:00 pm → CHO 09:08 pm		1	5h 8m

More like this + Show details v

Hotel

- Per diems are shown on hotel selector tool
- Local hotel contracts are shown as preferred for Charlottesville
- Guest booking option
- Similar to Expedia, Travelocity, Kayak

The screenshot displays a web application for hotel selection. The browser address bar shows the URL: https://www.concursolutions.com/travelwizard/twHotelChoose.asp?69992%2E1=662074685%2E096741&cbsid=70140%2E23&HTTP_REFERER=%2Ftravelwizard%2F. The interface includes a sidebar with filters for 'Finalize Trip', 'Change Search', 'Price' (ranging from \$179 to \$704), 'Neighborhood' (with checkboxes for Hell's Kitchen, Koreatown, Midtown, etc.), and 'Hotel chain' (with radio buttons for Chain and Superchain, and checkboxes for various brands like Alesia, Autograph, etc.). The main area features a map of New York City with a red pin and several green leaf-like markers indicating hotel locations. Below the map, there is a 'Sorted By: Preference' dropdown and a search box. A blue banner indicates the 'Lodging Per Diem limit for New York County -- New York County: \$235'. Below this, it says 'Displaying: 100 out of 100 results.' and 'Expand All Details'. The first result is '1. Broadway at Times Square Hotel' with a photo, address '129 W 46th St, New York, NY 10036', a rating of 4 stars, and a price 'from \$180'. The second result is '2. Crowne Plaza Times Square Manhattan'. The bottom of the screen shows a Windows taskbar with various application icons and a system tray with the time '7:32 PM' and date '7/23/2015'.



Pilot and Next Steps

TIMELINE

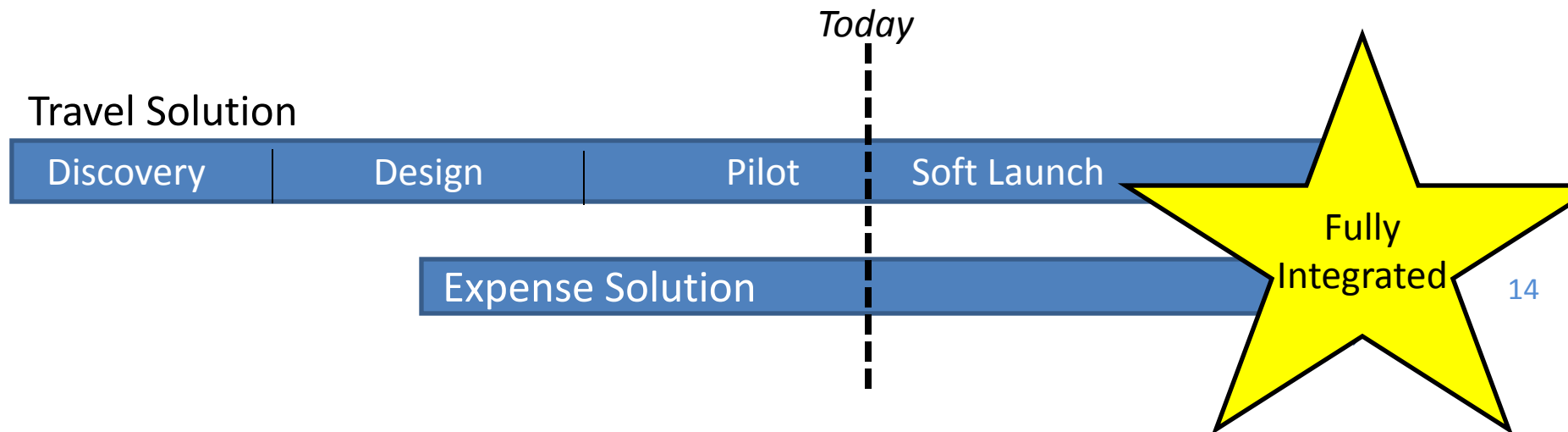
PILOT AND NEXT STEPS

Pilot Status

- July 1 - August 31
- 6 areas: Schools: Engineering, McIntire, Medicine
Advancement, Athletics, Procurement Services
- 50 travelers, approx. \$50k in travel expenditures
- Ongoing feedback from participants inform improvements

Broader Implementation - recommendation

- Soft launch of travel system Sept 1 through Spring 2016
- Fully integrated travel-expense solution targeted for Spring 2016





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