

# State Travel Management Program

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# Executive Summary

- Create a centralized State Travel Management Plan (STMP) for all state employees.
- Reduce the burden of reimbursements to state employees
- Reduce travel expenses through negotiated contracts with Travel Management Company (TMC)
- Receive Revenue from Rebates.



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# Background

- Ohio's historical approach
- FY13 / FY14 Summary Data



	SPEND by CATEGORY/FISCAL YEAR			
	AIR RELATED TOTAL	AUTO RENTAL	LODING TOTAL	GRAND TOTAL
FY13	\$ 2,272,217.65	\$ 113,739.78	\$ 5,048,611.19	\$ 7,434,568.62
FY14	\$ 2,264,963.52	\$ 135,392.71	\$ 4,889,758.69	\$ 7,290,114.92

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# Research

- Analysis of State of Ohio travel costs
- Internet search for states with Travel Mgmt Program
- Review state material available on internet
- Interview states using standard set of questions



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# Colorado STMP - Admin

- Administered by State Purchasing Office at the Dept of Personnel and Administration
- Program operates at no cost to Colorado taxpayers
- Program revenues support one FTE
- Travel Management Company contracted for online booking tool
  - WSCA booking tool



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# Colorado STMP - Contracts

- Airline
  - Frontier, Great Lakes and United
  - Southwest discount through WSCA
- Auto Rental
  - Avis/Budget
  - Hertz & Enterprise/National through WSCA
- Lodging
  - Choice Hotels Int'l & LaQuinta
  - Intercontinental Hotel Group through WSCA



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# Colorado STMP – Cost Summary/Finance

- Revenue generated through \$3 reimbursement to state from TMC for each airline ticket booked.
- Revenue through percentage of auto rental fees.
- Estimated total airlines savings of \$7.8 million in CY2013.



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# Texas STMP - Admin

- Texas STMP placed in service 1987
- Administered by the Texas State Purchasing Office
- Uses a third party travel agent



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# Texas STMP - Contracts

- Airlines
  - American Airlines & Jet Blue Airlines
- Auto Rental
  - AVIS & Enterprise
- Lodging
  - Texas STMP lodging directory



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# Texas STMP – Cost Summary/Finance

- Cost avoidance
- No data to validate cost savings



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# Utah Travel Office - Admin

- Utah Travel Office placed in service in 1992
- Managed by two state employees
- Each state entity must have designated in-house travel administrator



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# Utah Travel Office- Contracts

- Have direct contracts with Delta Airlines and Southwest Airlines for unrestricted fares for discount
- Have car rental contracts with Enterprise Rent-A-Car, Hertz, and National that include insurance



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# Utah Travel Office – Cost Summary/Finance

- Utah contracted with Christopherson Business Travel to provide 5 travel agents
- In-house travel administrator interacts with Christopherson Business Travel
- Fees are charged and split between State travel office and travel agency



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# OHIO TRAVEL

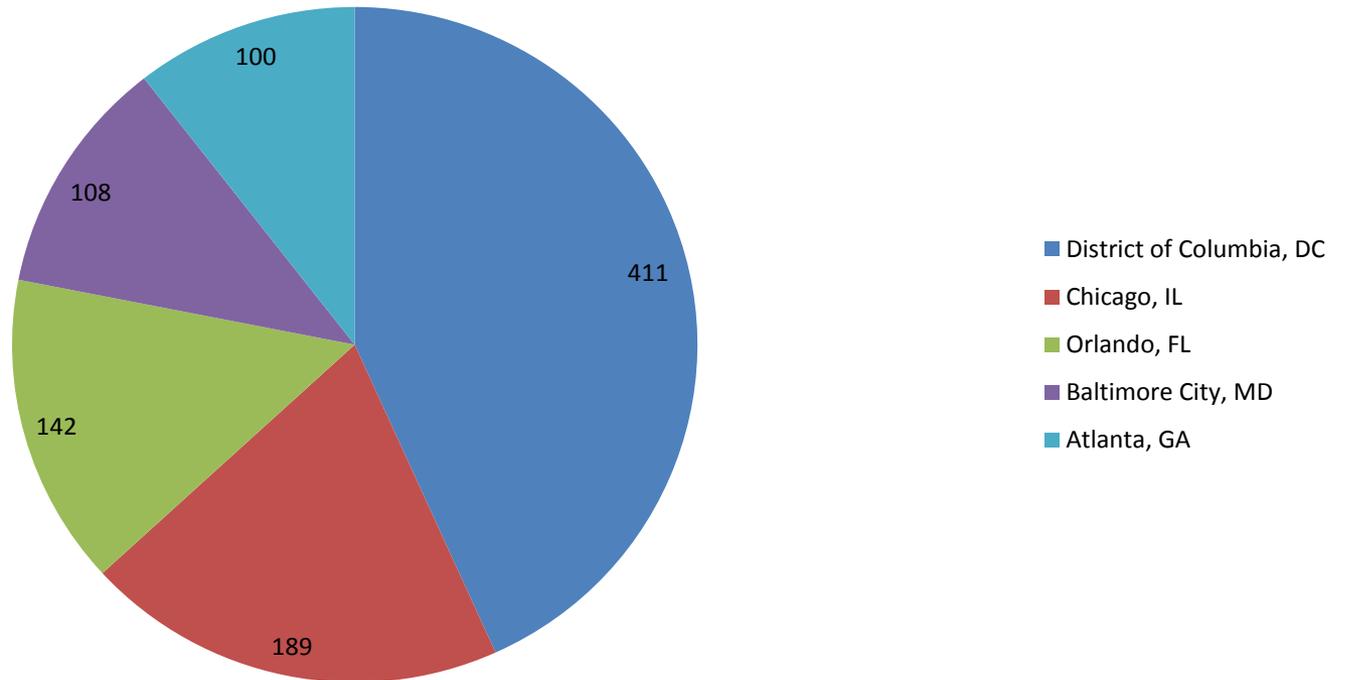
- State of Ohio does not have a State Travel Office
- Travel is either paid with a Pcard or Direct Bill; or in many cases by employees who are later reimbursed.



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# OHIO TRAVEL - AIR

COMBINED AVERAGE # of TRIPS



# OHIO TRAVEL – RENTAL CARS

- Under-utilized contract
  - No rebate
- Paid for with State Pcard or by employee who seeks reimbursement.



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# OHIO TRAVEL - LODGING

- No Contracts
  - Excessive cost?
  - Fees
- Primarily paid by employees who seek reimbursement.



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# Recommendations

- Create State Travel Management Program Office.
- Create contracts
  - Travel Management Company
  - Airline
  - Rental Car
  - Lodging
- Eliminate travel reimbursements



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# Summary



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**QUESTIONS?**

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