**Call to discuss University Travel Policy minutes**

**Date:** Friday, November 21, 2014

**Time:** 10:00-10:40 a.m.

**Attendees:**

Cindy Klein-Banai cindy@uic.edu

Cathy Young cyoung45@uillinois.edu

Jim Martinie martini1@uillinois.edu

Morgan Johnston mbjohnst@fs.uiuc.edu

Stephanie Lage mbjohnst@illinois.edu

Duane Elmore elmorer@uillinois.edu

Not present: Ben McCall campus-sustainability@illinois.edu; Frerichs, Marcy mfreric@uillinois.edu

1. Data
	1. Jim Martinie will run a report for FY2014 that is representative of units that are funding trips between Chicago, Springfield and Urbana. This can be used to identify which units might be approached or marketed to raise awareness regarding Amtrak schedules and pricing. **Jim will send that out later today.**
	2. Stephanie said that there is a report in the Division of Management Information (DMI) who will give us the org code and administrator. **Cindy will need to find out if it exists for Chicago**
	3. **Jim will also find out if there is a way to track expenditures on Amtrak** so we can see how that number changes after the information campaign.
2. Communications
	1. **Stephanie has a grad student working with Ben McCall on sustainable options who can work on communications.** They are doing a green office program.
	2. **Cindy will work with her Business Associate to work on a targeted communications plan for UIC.**
	3. The OBFS website has not been updated they need content information from the sustainability offices to do that.
	4. **Morgan will work with Stacey, the transportation person in Facilities, to reach out to Steve Massy from Amtrak for marketing materials and they will draft language for the communications to the campuses and the website.** (Note: Cindy found some suggestions the UIC sustainability committee had regarding language that might be a starting point – pasted at the end of this document). They will email a draft of the language by mid-December.
	5. Cathy said if we have a final draft by early January, **OBFS can update the website and notify people through their newsletter of the changes by the beginning of Spring semester**.
3. Policy
	1. Stephenie said the Green Government Coordinating Council policy GGCC group hasn’t met in a while.
	2. **Duane will be looking over procurement policies and their possible revision**. They can evaluate whether the policy change regarding Amtrak travel should be recommended.
	3. This group decided the best thing is not to wait for the policy change, rather we should implement the communications changes, monitor their effectiveness, and keep the policy change item on the radar.

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SUGGESTIONS FOR CONTENT (with some changes to take out policy changes by Cindy)

Include economic and environmental reasoning, saying that we’re wasting money on automobile reimbursements, and should cap that at the cheapest air or rail rate - the environmental damage from air and automobile and gives rail a boost

Leave the Make Travel Arrangements section of the OBFS Business Travel site alone

<http://www.obfs.uillinois.edu/cms/One.aspx?portalId=909965&pageId=1206771> :

All travel must be by the most direct route, using the most economical mode of transportation available considering travel time, costs, and work requirements.

Update the Passenger Vehicles page

<http://www.obfs.uillinois.edu/travel/passenger-vehicles/>

to refer people to the bus/car page and to highlight the cost of car travel being much higher than Amtrak.

We should update the Business Travel page

<http://www.obfs.uillinois.edu/travel/>

to include something about scheduling inter-campus meetings between UIC and UIS or UIUC to accommodate the Amtrak schedule, perhaps with

a table with this information:

Inter-campus travel:

In order to facilitate sustainable and convenient travel between campuses, meeting organizers are encouraged to schedule meetings around the Amtrak schedule. For Chicago meetings, start after 10:30, end by 3:30; in Springfield start after 10:45, end by 4:30; in Champaign, start after 11:00, end by 6:15 (as of October 2013 Amtrak schedule)