iWG Assessment

SWATeam Recommendation Ref #: Trans001   Date of iWG Assessment: 05/04/2015

Original SWATeam Recommendation:

The transportation SWATeam recommends that the data for faculty/staff travel be collected through the campus Travel and Expense Management (TEM) and Division of Management Information (DMI) system. The program should require that faculty/staff (or the unit head) report travel purposes and funding sources when they request travel expense reimbursement via TEM and the DMI manage and analyze the database.

iWG Assessment of budget and policy impacts (*check one*):

__X___ moderate budget and/or policy impact   OR   _____ major budget and/or policy implications

iWG Routing Need (*check one*):

_____ more detailed study   OR   __X__ transmit recommendation   OR   _____ forward to Sustainability Council

iWG Routing Direction (*department name, SWATeam, or Council*):___OBFS_____

iWG Recommendation:

Revise the TEM system to capture sustainability metrics for travel, such as categorized travel purposes and total miles traveled by each mode, in order to enable future reporting in DMI by unit, funding source, etc. OBFS should work with the Transportation SWATeam and iSEE staff to identify and optimize these metrics.

Individual comments are required from each iWG member (can be brief, if member fully agrees):

iWG Member Name	iWG Member's Comments
Ben McCall (iSEE)	I agree with this recommendation, and would be happy to help with identifying appropriate categories of travel purposes.
Morgan Johnston (F&S)	Agreed.
Lowa Mwilambwe (Student Affairs)	Reduction of air travel is a great conversation for our campus. Education about this issue is also very critical for campus.
Matthew Tomaszewski (Provost's Office)	Agree.
Nancy O'Brien (Academic Senate)	Agree.
Drew O'Bryan (Student Sustainability Leadership Council)	This is an important step for creating better metrics to reduce emissions from travel.
Kevin Duff (OBFS)	Agree.
Rob Fritz (college-level facility	[Concurred, but unable to offer detailed comments.]

manager)	

Attach any comments from subject matter experts (with names and roles).