



April 8, 2005

MEMO TO: Deans and Directors
FROM: Darrell Bazzell
SUBJECT: State of Wisconsin Travel Program

As you are aware, the State of Wisconsin solicited Requests for Proposals (RFP) for travel agency services in three major areas; Athletic Travel, Study Abroad programs, and general air travel (both web-acquired travel and agent assisted travel).

The goal of the RFP was to help all state agencies, including the University, reduce the cost of travel and the administrative cost of paying for that travel. We will need that help as we all try to work within the budget reductions that are upcoming in the 2005-07 biennial budget.

UW-Madison was represented in the evaluation of the responses to the RFP and several faculty were consulted in the preparation of the RFP. Input was provided about how the resulting contracts could be best used by the University to reduce its travel related costs.

The State Department of Administration is about to announce the awards it is making under the RFP. DOA will then issue instructions to other state agencies regarding implementation procedures. In order to avoid confusion among University faculty, staff and students, I want you to know that the University-specific implementation procedures for these awards have not yet been fully determined and may be different from other state agencies. UW-Madison administration is working closely with staff from System Administration to make sure that the University implementation of the contracts accomplishes the goals stated above and does not disrupt the ability of faculty, students, and staff to travel where they need, when they need.

If there are suggestions in this regard, please send them to me, but please ask staff not to make assumptions about how these contracts will be implemented at UW-Madison. Thanks for your assistance in this matter.

xc: Divisional Business Representatives
Travel Contacts