

THE  
**LeMoyne-Owen**  
 COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

<b>SUBJECT:</b>  Travel on Grants	<b>Effective Date:</b>  July 1, 2011	<b>Policy Number:</b>  07-1-006
	<b>Supersedes:</b>  Policy:  Date:	<b>Page 1</b> <b>Of 2</b>
	<b>Responsible Authority:</b> Executive Director, Office of Sponsored Programs	

**I. Purpose and statement of operational policy underlying the procedure.**

The policy helps to ensure that:

1. All Principal Investigators / Directors (PIs/PDs) follow the travel policy developed by the fiscal office of the college.
2. PIs/PDs keep immediate supervisor informed of their travel plans so that teaching or administrative work managed appropriately.
3. Dean of Students is informed when students travel with the PI/PD

**II. Applicability/Scope**

Applies to all current PIs/PDs

### III. Process for Implementing Procedure

Responsibility	Action	Timeline
PIs/PDs	Discuss travel plans with immediate supervisor	A soon as a travel is imminent but not less than 10-days in advance.
PI/PD	Follow the guide lines established by the college	
PI/PD	Dean of Students is informed of the names of students that will travel with dates.	At least a week before travel.
PI/PD	Chair of the Division is informed of the names of students that will travel with dates.	At least a week before travel
PI/PD	Students must produce approval/exemption from their instructors indicating that their academic program will not adversely suffer. PI/PD or faculty travelling with student(s) must keep record of approval.	Before travel
PI/PD	All airline and hotel reservations are to be arranged through the fiscal office.	At least 15 days in advance for air travel.

### IV. Related policies/References for more information

Travel policy developed by the college. See attachments.

Authorizing Official: <u>M. I. S. [Signature]</u>	Authorization Date: <u>10/10/2011</u>
Title: <u>Executive Director, Office of Sponsored Programs</u>	

## LeMoyne-Owen College

# Memo

**To:** College Administrators, Faculty and Staff  
**From:** Jim Dugger, Vice President/Chief Financial Officer  
**CC:** Sonia Antoine, Michael Washington, Deloris Oliver  
**Date:** October 6, 2011  
**Re:** Travel Management

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LeMoyne-Owen College Fiscal Affairs Department and Stasis Travel Management, LLC are working together to improve the task of finding the best deals for the College's travel needs.

The Fiscal Affairs Department staff is in the process of updating LeMoyne-Owen College Travel Procedure No P-240 dated May 30, 1997. The purpose of this modification is to streamline and expedite the process of securing travel arrangements for staff and faculty members of the College.

This memo will provide the College interim guidance for booking airlines, car rental reservations and making hotel arrangements. Please review the information provided in this memo and direct all questions and/or comments to Deloris Oliver, Assistant to the Vice President, CFO at extension 1593.

### **Travel Authorization**

Prior written approval for travel by the respective division senior administrator (i.e. VP or Dean) is required before travel arrangements are made. Such requests must be documented by a completed Travel Request and Approval forms and supporting documentation including but not limited to a printout of Stasis Travel quote, conference and/or seminar and workshop registration form employee plans to attend that identifies the location, date and costs of attendance.

Everyone who travels on a regular basis will need to complete and submit the attached Traveler Profile Form. Hold the Control Key on your keyboard and Click on the link below to bring up the form. When the form has been completed please fax to: 480-290-7620 or send an Email to: [info@stasistravel.com](mailto:info@stasistravel.com).

**Travel Requests:**

- a. Should be submitted at least 21 days prior to the scheduled travel plans; employees must contact Stasis Travel Management for quotes (airfare, hotel and car rental).
- b. A Travel Request and Approval form must be completed and signed by the requestor.
- c. Said requestor must submit the completed Travel Request and Approval form with supporting documentation to the following persons to obtain signature/approval.
  - 1) Department Head / Grant PI\* / Director
  - 2) Cabinet Member
  - 3) Grants Accountant (Felicia Hampton) – For Grant Expenses Only
  - 4) Vice President/CFO (Jim Dugger)

\* = PI = Principal Investigator

**Title III, Faculty and Staff Development Travel Requests:**

- a. Should be submitted at least 21 days prior to the scheduled travel plans, employees traveling for development purposes must contact Stasis Travel Management for quotes (airfare, hotel and car rental).
- b. A Travel Request and Approval form should be completed and signed by the requestor.
- c. Said requestor must submit the completed Travel Request and Approval form with supporting documentation to the following persons to obtain signature/approval of travel:
  - 1) Michael Washington (Staff Development) / Dr. Linda White (Faculty Development)
  - 2) Department Head / Director
  - 3) Cabinet Member
  - 4) Grants Accountant (Felicia Hampton)
  - 5) Vice President/CFO (Jim Dugger)

***Please note that the process of obtaining approval for airfare must be completed and signed within 24 hours or less in order to secure prices shown on the printed quote received from Stasis Travel.***

Also, other services provided to the college by Stasis Travel Management include but are not limited to:

**Stasis Travel Management** provides software to all travelers/administrators of LeMoyne-Owen College free of charge. Their guaranteed services include:

- 1) 98% of all reservations will be complete and accurate
- 2) 97% of all reservations for air travel will have their lowest logical fare
- 3) 90% of all calls will be answered in less than 2 minutes

- 4) 90% of all customer phone messages will be returned within 2 business hours
- 5) Ensure all subcontractors or vendors utilized in bookings meet regulatory standards and safety

**Stasis Travel Technology** – user friendly technology that provides the College with full service travel management at no cost to the college:

- 1) Central Reservation System – Galileo/Apollo (GDS)
- 2) StarCite – Meetings, Groups, and Conferences
- 3) TravelPort – Individual Travel – Online booking tool
- 4) ViewTrip – the College will have full access to their reservations 24 hours a day, with the ability to print, email, or fax the itinerary
- 5) Websites – Custom websites created for the University
- 6) All Stasis software and systems are fire walled and password protected for security and confidentiality.

**Stasis Travel Forms** – the travel agency will provide live links on the College’s web pages for the following forms:

- 1) Performance Standards and FAQ’s
- 2) Procedures for Purchase Order
- 3) Stasis Fee-for-Services Fact Sheet
- 4) Survey/Quality Control
- 5) Online Travel Request
- 6) Online Profile and How to create a Profile (*must have on file at Stasis*)
- 7) Federal Aviation Administration
- 8) State Department and Transportation Security
- 9) Person’s w/Disabilities and Medical Conditions

**Stasis Travel Transaction Fee’s** (per airline ticket issued) for meetings, groups, teams, and individuals are as follows:

- |                    |                              |
|--------------------|------------------------------|
| 1) Phone/In-Person | \$25.00 per ticket issued    |
| 2) Email/Fax       | 23.50 per ticket issued      |
| 3) On-line Booking | \$15.00 per ticket issued    |
| 4) Refunds         | \$15.00 per ticket refunded  |
| 5) Exchanges       | \$25.00 per ticket exchanged |

**Contact information for Stasis Travel Management:**

**1405 N. Dobson Road Suite 9**

**Chandler, AZ 85224**

**(866) 449-7699 – Toll Free**

**(480) 290-7615 – Andrea Krueger, Account Manager**

**(480) 290-7620 – Fax**

**[reservations@stasistravel.com](mailto:reservations@stasistravel.com) – Email**

**[www.stasisllc.com](http://www.stasisllc.com) – Website**

Shafi, Muhammad

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**From:** Oliver, Deloris  
**Sent:** Tuesday, November 09, 2010 2:33 PM  
**To:** EntireCampus  
**Subject:** Per Diem Increase

## *MEMORANDUM*

To: Faculty and Staff

From: Jim Dugger, VP/CFO

Date: November 9, 2010

Re: *Per Diem Increase*

Effective today November 9, 2010, per diem has increased from \$30 a day to \$36 a day for faculty/staff and from \$18 a day to \$25 a day for students.

If you have already submitted a purchase requisition for per diem towards a trip you are taking after today's date, submit an additional requisition for the increase amount of \$6 per day for faculty/staff and \$7 per day for students.

If you have questions or concerns, please contact me.

Thank you,

Shafi, Muhammad

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**From:** Oliver, Deloris  
**Sent:** Tuesday, November 16, 2010 5:02 PM  
**To:** EntireCampus  
**Subject:** FW: Per Diem Increase

Good evening all,  
Breakdown of the new per diem will be as follows:

**Full Day** (breakfast, lunch and dinner)

\$25 – Students  
\$36 – Faculty/Staff

**Breakfast Only**

\$5 – Students  
\$7 – Faculty/Staff

**Lunch Only**

\$7 – Students  
\$9 – Faculty/Staff

**Dinner Only**

\$13 – Students  
\$20 – Faculty/Staff

If you have questions, please contact this office.

*Deloris E. Oliver, M.S. ED  
Assistant to Vice President/Chief Financial Officer  
LeMoyne-Owen College  
807 Walker Avenue  
Memphis, TN 38126  
Office: 901.435.1593  
Fax: 901.435.1222*

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