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University of Maine System Strategic Procurement

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Matthew Revitt <matthew.revitt@maine.edu>

Enhanced traveler support

1 message

UMS Strategic Procurement <strategic.procurement@maine.edu>

Fri, Jun 18, 2021 at 7:34 AM

Reply-To: UMS Strategic Procurement <strategic.procurement@maine.edu>

To: UMS-CONCUR-USERS@lists.maine.edu

Dear University colleagues,

As Chancellor Malloy announced earlier this week, the University is emerging from more than a year of pandemic-related restrictions. Effective July 1, 2021, the University is also removing most restrictions on domestic travel (see the "Together for Maine" travel page, <https://www.maine.edu/together/community-guidance/travelers/>) However, your ability to travel will continue to be subject to your campus and departmental policies and budgetary constraints.

As travel begins to resume, we are excited to let you know the University has a new travel management company for your use, is increasing allowances for meals; and, is implementing new airfare booking procedures.

There are more details below about these changes and you can register for refresher training about University travel [by clicking here](#).

Thank you and safe travels!

Strategic Procurement Team

More details about changes coming July 1:

A. Introducing [Corporate Travel Planners \(CTP\)](#)

- During the pandemic, Strategic Procurement completed an extensive RFP process with multiple campus participation and selected a new Travel Management Company: CTP. When the pandemic hit and travel was curtailed, the University needed to get almost 100 students in foreign countries back to the United States. CTP smoothly, swiftly and efficiently brought these students back home.

B. Increased travel meal allowances for University travelers

- Daily travel meal allowance will be raised to \$50, *effective July 1, 2021*
- Optional use of the federal CONUS meal rates and processes, *effective January 1, 2022*

C. Unified AirFare Booking

- In collaboration with campus leadership and Risk Management, enhanced traveler support to minimize risk and maximize traveler safety will include: All air travel reservations must be made using the University's Concur platform or using the services of [Corporate Travel Planners \(CTP\)](#), *effective July 1, 2021*. Travel reservations can be made by either using the Concur Booking Tool(\$5 fee) or for more complex reservations, by calling a CTP designated agent at 1-800 223-1308 (\$25 fee).
 - [More travel related information](#)
 - [Benefits and savings by using the CTP and the Concur booking tool](#)
 - ["How to use the Concur Booking Tool" training video](#)

Questions regarding the travel program? Please contact UMS Travel Administrator Mary Norment at mary.norment@maine.edu

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<http://lists.maine.edu/cgi-bin/wa?SUBED1=UMS-CONCUR-USERS&A=1>