

# Memo

This memo is intended to keep you informed of some recent changes in Travel service providers. None of these changes effects the existing Travel policy.

## Airfare Updates

- US Airways/America West – Effective July 31, 2007, the Travel Agreement between The Ohio State University and US Airways expired. US Airways was unwilling to continue the agreement with OSU. The quote from the US Airways communication stated, “A big part of this decision was based on the large amount of travel that remains unconsolidated and our inability to track or measure performance.” Our maverick spend and lack of aggregation makes it difficult to negotiate service provider contracts for the university. However, work has begun with Purchasing and OIT to provide a single solution for online travel requisitioning and expense reconciliation. To that end an RFP will be released in late-October to identify the best solution to support our enterprise needs.
- Delta – Effective June 1, 2007, the Purchasing/Travel department negotiated a new service agreement between The Ohio State University and Delta Airlines. The new agreement provides discounts for Group Travel to any University Department that is traveling six (6) or more people to the same location. Normally, group travel rates require at least ten (10) people to the same location. These tickets can only be purchased through our two designated Travel Agencies and the agreement also permits one free name change per ticket. In addition to the group travel, several new ticket codes have been expanded to add deeper discounts to our agreement.
- SkyBus – Recent attention has been given to SkyBus, a new locally headquartered airline that specializes in extremely low rates. Keep in mind that this airline can be booked through either of our designated Travel Agencies, but SkyBus does not offer the flexibility and standard options that are available through other mainstream airlines. Purchased tickets are non-transferrable and cannot be refunded or credited due to cancellation. In addition, the low cost is attributable to the accumulation of expenses for any/all services that are normally provided by other airlines (such as priority boarding, baggage checking, meals/beverages, et al).

## Rental Car Updates

- Business Liability Insurance Reminder – When considering vehicle rental options, keep in mind that our contracted rental car agencies provide the liability insurance coverage that is required for any university business travel. Use of ANY other rental car company or ANY other discount than those listed on the OSU Travel web site, DO NOT provide the insurance to protect the university and the OSU traveler. Additionally, students and employees that are under 21 years of age can not rent a car from ANY contracted provider other than Flexcar. See the web site for more details <http://www.flexcar.com/>

- AVIS – Effective October 15, 2007, the University will discontinue contract obligations to Avis Rental Car due to changes in contract terms and pricing. Avis has determined that limited usage, coupled with increased accident rates prevents them from offering insurance to OSU business travelers.
- National – National Rental Car Agency offers the best options for the University. After completing a comparison of all contractual opportunities for the University (including Big 10 CICPC and E&I), National Car Rental Agency came in 1<sup>st</sup> for most attributes from rates to insurance.
- Enterprise Rent-A-Car – Enterprise has recently acquired National Rental Car but the two companies continue separate operations with National becoming a wholly-owned subsidiary of Enterprise. The merger allows OSU a unique opportunity to pool our volume, reduce our costs and continue in a fully insured environment.

<b>Daily Rate Comparison Chart</b>				
	<b>National *</b>	<b>Enterprise *</b>		<b>Avis</b>
	Airport Rates	Airport Rates	Neighborhood Location Rates	Airport Rates
<b>Economy</b> (Chevy Aveo or similar)	\$37.50	\$40.99	\$35.99	n/a
<b>Compact/Intermediate</b> (Chevy Cobalt or similar)	\$38.50	\$42.99	\$37.99	\$44.00
<b>Standard/Midsize</b> (Pontiac G6 or similar)	\$39.50	\$45.99	\$40.99	\$46.00
<b>Full Size</b> (Chevy Impala or similar)	\$43.50	\$49.99	\$44.99	\$50.00
<i>* National and Enterprise rates include insurance</i>				