iWG Assessment

| SWATeam Recommendation Ref #: Trans001 | Date of iWG Assessment: 05/04/2015 |
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| Original SWATeam Recommendation: | |
| The transportation SWATeam recommends that the data Travel and Expense Management (TEM) and Division of should require that faculty/staff (or the unit head) report travel expense reimbursement via TEM and the DMI mana | Management Information (DMI) system. The program travel purposes and funding sources when they request |
| 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 ORX transmit recomme | endation OR forward to Sustainability Council |
| iWG Routing Direction (department name, SWATeam, or Count | acil):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) | |
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Attach any comments from subject matter experts (with names and roles).