



THE UNIVERSITY OF WINNIPEG

UWINNIPEG INTERNAL MEMO

Date: Thursday, October 4, 2012
To: All Faculty & Staff
From: Mike Emeslie, Associate Vice-President (Financial Services & Operations)
RE: New Travel Services Provider for UWinnipeg
Memo #: 2012/132

The University of Winnipeg has entered into an agreement with Out'n About Travel Inc. (Out'n About) for the arranging of all travel services paid from University operating accounts. *If the account number paying for the travel begins with "10", "20", or "30", the use of Out'n About when booking travel is mandatory.* We also encourage those paying with designated or research funds to use Out'n About, however it is not mandatory.

The selection of Out'n About was the result of a request for proposals process performed in the spring of 2012. A group of over 20 University faculty, staff and administrators participated in the presentations from the short-listed candidates. Out'n About was the consensus choice of the selection committee.

Out'n About is committed to providing outstanding service for the booking of travel via air, ground transportation that is out of province, and hotel accommodations that will be paid for by the University of Winnipeg. Out'n About will ensure that we receive the best rate possible and track travel expenditures, allowing us to negotiate preferable rates with airlines and other suppliers to reduce our costs.

All departments are asked to contact *Out'n About* for enquiries on upcoming travel arrangements, and once details have been finalized, a completed **Authorization for Travel** is to be forwarded to them so that a **Travel Profile** may be established.

Bookings are made by Out'n About for the University personnel (client) and a confirmation is sent directly to the client. Billings from Out'n About are forwarded to Accounts Payable for reconciliation and payment, on a monthly basis; the cost for their service is \$30 per flight (round-trips count as one flight). This cost will ultimately be more than off-set by the improved rates we will be able to negotiate in future years, and through their ability to ensure we receive the lowest cost options that meet our needs when booking travel.

Arrangements are being finalized to introduce the principal/owner of Out'n About to groups and individuals who wish to meet with her. Please contact me at m.emeslie@uwinnipeg.ca if you would like to set-up a meeting or have any additional questions.

Out'n About Travel Inc can be reached at
600 Clifton Street, Winnipeg MB - R3G 2X6.
phone : 204-985-9200 or 800-254-5552
email : agent@outnabouttravel.com or Linda@outnabouttravel.com or crystal@outnabouttravel.com
Website : www.outnabouttravel.com/contact

emergency contacts are the same and are monitored 24/7

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Questions & Comments? E-mail communications@uwinnipeg.ca