

RFP 24-16M – Athletics Travel Management

Vendor Questions

Is the University of Idaho Athletics currently using an online booking tool? If so, please provide the system. **No, the university does not currently have an online booking tool.**

If using an online booking tool, what percentage of commercial air tickets are booked in the online booking tool? **N/A**

Is the University of Idaho Athletics currently using an expense management tool? If so, please provide the system. **We use Chrome River.**

How many commercial air tickets are booked annually for/by University of Idaho Athletics? **2500-3000 including individual tickets.**

What is the preferred start/go live date after the contract award? **July 1, or earlier if possible**

Does the University of Idaho Athletics have contractual agreements with any airlines? **We have a university agreement with Alaska Airlines.**

Does the University of Idaho Athletics have contractual agreements with any motor coach companies? **No.**

Does the University of Idaho Athletics have contractual agreements with any rental car companies? **Yes, we have state of Idaho contracts with Hertz and Enterprise**

What forms of payment are used by travelers? **Currently CC is the main form of payment. Would like to explore the potential use of a “ghost” card.**

Average number of student-athletes, coaches, and staff per sport (both Men & Women teams). **Rough averages would be 20-30 travelers. Some sports are less, some could have more for a given trip.**

What was the average cost utilized and spent per each athletic department?

Air Spend:

Includes team airfare, recruiting airfare, professional development

FY20 - \$427,622.43

FY21 – \$124,576.81

FY22 –\$573,333.12

FY23 – \$700,289.81

FY24 - \$320,681.52 (still traveling)

Roughly average \$350k on hotel spend.

Average number of athletes traveling during away games, meets, and events. **See above.**

Furthest city or state traveled to by any of your athletic groups on a consistent basis. **As a member of the Big Sky conference, we travel to Montana, Utah, Colorado, Arizona, California, Washington, and Southern Idaho. We have had teams travel to the east coast and Midwest. Each year is different.**