

UConn Senate University Planning Committee

April 6, 2026, 11 a.m. – 12 p.m. | MS Teams

Agenda:

1. Approval of Minutes: minutes approved unanimously by voice vote.
 - [Minutes of February 2, 2026 Meeting](#)
2. Old Business:
 - Travel Policy Updates (Joseph Thompson, Peggy McCarthy, Nancy Patrylak): Dan Warren shared a [PPT](#) that reviewed recent travel policy changes. The presentation reviewed the following highlights:
 1. Delegation of Approval Authority in Concur (effective 7/1/2025): authority may only be delegated to another qualified Concur Approver of equal or higher rank.
 2. Changes to Hotels bookings – (1) the 150% rate cap does not apply to conference-designated hotels or hotels negotiated directly through Procurement (i.e. Graduate Hotel) and (2) not mandating that hotels must be booked in Concur or through Anthony Travel (3) requests to go over the rate cap must be approved by the Dean, Director or Department Head before being escalated to senior institutional officials in most cases (i.e. hotel stays during major events).
 3. Meal Per Diem Reductions: departments may use the “Overall Trip Reduction” expense type to reduce total reimbursable expenses for budgetary reasons.
 4. Student Travel Booking Process: only Graduate Assistants and PhD students are considered employees and may book travel online using Concur or obtain a University Travel Card. A UConn employee may book airfare, hotel, and car rentals on behalf of students whenever possible.
 5. University Travel Card Reconciliation: if travel card charges are not submitted and fully approved within 60 days of the transaction date or the trip end date (whichever is later), the card will be suspended. Traveler must submit expenses within 30 days to start this process.

Discussion ensued and committee members asked presenters questions related to these changes, focusing primarily on challenges booking through Concur and concerns regarding rising prices.
3. New Business
 - MWF Scheduling (Marc Hatfield) - May 4 Meeting

Members & Attendance:

- ***Isaac Barber, Co-Chair Student Union & Event Services**
- ***Del Siegle, Co-Chair Neag School of Education**
- *Amvrossios Bagtzoglou, Engineering (*absent*)
- *Oksan Bayulgen, CLAS
- *Christian Brueckner, CLAS
- *Bonnie Burr, Co-Chair, CAHNR
- *Leo Gold, Graduate Student (*absent*)
- *Sandy Grande, CLAS
- *Justin Rogowski, Law Library
- *Penny Vlahos, CLAS (Avery Point) (*absent*)
- *Ashley Helton, CAHNR (*absent*)
- *Jennifer Schaefer, University Libraries
- Nolan Busalacchi, Undergraduate Student
- Olivia Eshoo, Undergraduate Student (*absent*)
- Maria Groza, UPDC
- Dan Schwartz, Office of the Provost (Ex-Officio Member)
- Julie Schwager, OVPR

*Senate Member, Academic Year 2025-2026

Potential Upcoming Topics:

- Strategic Planning Updates