MEMORANDUM

To: Mark Edwards

From: Jeffrey Martin

Copy: Jane William

Date: November 3, 2016

Subject: Feasibility study for travel arrangements to the AITP National Collegiate Convention and Career Fair

At our last staff meeting on October 25th, we discussed the upcoming AITP National Collegiate Convention and Career Fair. It was decided that we would once again send a representative as we have for the last seven years. During those seven years, we have gained 17 new employees for the I.T. department from this convention.

This year’s convention at the Plaza Hotel and Casino in Las Vegas, Nevada focuses on testing student’s computer skills and career fair. Our manager, Mark Edwards, has approved of Jane William attending the convention to recruit new programmers. His concern was finding affordable travel arrangements. If these could be found, then this travel request could be approved.

The convention runs Thursday, January 12 to Sunday, January 15. This means that William will have to alter her work schedule based on the travel arrangements. In order to meet contract standards, there must be 8-hours of time between William‘s return to Kalamazoo and his next scheduled shift.

1.0 RECOMMENDATION

Having looked into several different travel options, we have identified two that we believe best match the need of the contract, of William‘s work schedule, and of ease of travel. These options are flying Delta Airlines staying at Plaza Hotel and Casino and flying American Airlines staying at Plaza Hotel and Casino. After careful consideration, we believe that the 2nd option is the better option.

2.0 RESEARCH PROCESS

In order to find the travel arrangements, we took a look at different travel sites on the web. We discovered that Orbiz.com site gave us the best information on flight and hotel accommodations. Then we looked at McCarran.com site for information on shuttle cost to the hotel. We also used PlazaHotelCasino.com site to find accommodations included with stay. Finally we used aitp.org site to find out what was included in the Convention package. The specific findings of this research are detailed in Table 1 attached to this memorandum.

3.0 CRITERIA

The biggest factor in the decision was flight chosen. This factor impacted the overall cost and travel time. The one factor that we could not change was the convention cost or dates. While making our decision on each criterion, we kept in mind the monetary cost and the time factor, specifically the impact on William‘s work schedule.

3.1 Convention Cost

The four-day convention in the Plaza Hotel and Casino is a total package cost of $325.00. This total cost includes Entrance to the convention for the four days, includes 7 meals, and includes a booth at the career fair Friday, Saturday, and Sunday. What it does not include are flight, hotel accommodations, food not provided at the convention, shuttle from Las Vegas Airport to the hotel, and parking at Kalamazoo Airport. These factors are detailed below.

3.2 Travel

The travel arrangements include round trip airline flights, shuttle from Las Vegas to hotel and parking at Kalamazoo. One option is flying Delta. This option cost $503.20 and has a day and a-half ‘s impact on William‘s work schedule. The second option is flying American. This option costs $411.20 and has a day and a-half ‘s impact on Williams‘s schedule. After comparing the two, it was decided that flying American is the better option because it cost $92.00 less and requires her to be out of the office the same amount of time.

3.3 Hotel Accommodations

The hotel accommodations include over-night stays before, during and after the convention. Option 1 requires a five night stay at Plaza Hotel and Casino. This room features a Queen size bed, free WiFi, outdoor pool, air conditioning, and an in-room safe and cost $300.00. Option 2 also requires a 5 night stay in the same class of room for $300.00. In other words, both options are for all purposes are identical and this criterion is not a deciding factor.

3.4 Food

This factor concerns the number and kinds of meals requires on the trip. Option 1 requires 8 meals at a total cost of $115.00. Option 2 requires 9 meals at a total cost of $135.00. When compared, there is a $20.00 saving with option 1.

3.5 Other Expenses

The other expenses include shuttle and parking. The first option requires a Shuttle form Las Vegas airport to the hotel and Parking at Kalamazoo at a total cost of $64.00. The second option requires a Shuttle form Las Vegas airport to the hotel and Parking at Kalamazoo at a total cost of $64.00. Both options require the same extras at the same cost, and this factor is not important in making the final decision.

4.0 CONCLUSION

We believe that traveling with America and choosing option 2 is the better choice. With your approval, we can confirm these travel arrangements. As travel costs are time sensitive, we must book before November 10th, 2016 in order to secure these prices. If you have any other questions, or need further information, please contact us.