

Exclusive contracted agency for all MSU business travel

- NEW** Direct Bill Application
 REVISED Application
 PROFILE ONLY

Passageways Travel

PERSONAL INFORMATION

Employee First Name: _____ Middle: _____ Last: _____
Your name **MUST** match exactly your government issued identification.

Date of Birth: _____

Gender: Male Female

Title _____

Home Department _____

Organizational Code _____

E-Mail Address _____

Office Phone _____

MSU Room # / Bldg _____

Office Fax _____

(or) Address _____

Zip Code _____

Home Phone _____ (required)

Cell Phone _____

Air Travel Preferences

Seat Preference aisle forward window aft

Note: Preferred seats will always be requested, but some seats may be blocked by the airline to advance selection

Diet Request Asian fruit plate Kosher seafood
 dairy free Hindu low fat vegetarian
 diabetic Islam low salt

Note: Special meal selection varies by airline and minimally requires 24 hours advance notice for preparation.

Frequent Flyer Airline _____ ID # _____

Airline _____ ID # _____

Airline _____ ID # _____

Note: It is expressly prohibited to plan University business travel around any frequent flyer awards program.

Restrictions Please indicate any physical restrictions that may require special arrangements to be made:

Car Rental Preferences

Car Type automatic transmission only other _____
 hand controls required

Express Rental Rental Agency _____ ID # _____

Rental Agency _____ ID # _____

Note: Enrollment with express rental service programs only provides for pre-approved rental applications.

Accommodations Preferences

Room Type smoking non-smoking
 handicap accessible other _____

Frequent Guest Hotel _____ ID # _____
Hotel _____ ID # _____

Note: Most hotel reservations must be guaranteed against a credit card. The traveler is responsible to obtain a cancellation confirmation in order to avoid billing on unused hotel stays.

Special Services Request

If you require any special services which are not noted elsewhere in this application, please feel free to describe below:

Authorization – Travel Arranger

Optional

"I authorize the following Travel Arranger / Administrative Assistant to make my MSU business travel arrangements and to charge against my credit card / Direct bill these arrangements to my appropriate account."

Name _____ Office Phone _____
E-Mail _____ Office Fax _____

Authorization – Payment Instrument

Recommended

"I authorize the **MSU Travel Cluster** agencies to hold my Profile signature on file as guarantee for car rentals, hotel reservations, and/or any other non-air travel product against my designated credit card. If departmental approval for Direct Billing has not yet been received, this authorization also includes the use of this credit card for payment of air travel services."

Credit Card # _____ Expiration Date _____
Employee Signature _____ Date _____

Authorization – Direct Billing

Required for Direct Billing Privileges

"I understand that Michigan State University will DEDUCT FROM MY PAYROLL CHECK any portion of my individual business travel which has been direct billed and which has not been authorized for reimbursed business travel for the University. I also understand that the University may deny me direct billing privileges if the University must use a payroll deduction in order to collect any amount of my individual business travel that is not reimbursable."

Employee Signature _____ Date _____
MSU ZPID # _____

Please return this completed **Traveler Preference Profile / Direct Billing Application** (with original signatures) to department administrator for approval. All information herein is confidential. It will be used by MSU Preferred Travel Agency making travel arrangements for the listed individual. A copy of this application is kept at the University Travel Office.

Department – Review and Authorization (**MUST BE AN AUTHORIZED ACCOUNT SIGNER**)

Signature _____ Print Name _____ Date _____

Maintain Original Application in Department. **Please fax a copy to the MSU Travel Office at (43)2-4656.**

University Travel Office Approval _____ Date _____