2015 Travel Arranger Education Day

Thursday, January 29, 2015 8 AM - 4 PM
James B. Henry Center for Executive Development
3535 Forest Rd.
Lansing, MI  48910
(517) 353-4350

Cost: $50 (Educational Assistance Available)

Once again this year, there will be 3 flights of classes with 4 classes offered during each time slot. To register, use the Employee Self Service function of the MSU Finance System. Look up the 2015 Travel Arranger Education Day by using the monthly calendar view under Training Opportunities. You must separately register for the Travel Arranger Education Day 2015, AND the 3 classes you wish to attend.

Registration and Continental Breakfast: 8 - 9 AM

Flight A: 9 - 10:30 AM (Select 1)

A1: It’s a Done Deal!: Is vendor set up confusing to you? Do your DVs always seem to get disapproved or questioned? Ever wonder how and when to process IB and DI e-docs for travel/research advances? Learn time saving tips to help you move from just doing a document to getting it done!

A2: MSU Risk Management & Insurance: Travel Guideline: The Office of Risk Management & Insurance is the University’s resource for international travel insurance, transportation issues, and automobile usage guidelines. Office representatives will discuss how these impact MSU business travel both domestically and abroad and will provide you with valuable information which will assist you during pre-departure planning as well as in transit.

A3: Booking Online for Beginners: Introduction to the powerful, yet friendly booking tool, Concur; if you have not yet made the switch to online booking, this class is for you! Highlights include:
   1) Site navigation
   2) Creating and maintaining profiles
   3) Hints and tips for easy booking

A4: Meeting Planning@MSU: Negotiating contracts, attrition clauses, site evaluations, hidden costs... These as well as how you can collaborate with Purchasing and the Travel Office will be discussed in order to assist you with the ins and outs of meeting planning, contract negotiations, and the potential for contract savings. (Same content as 2014, recommend that you select another program if you have attended this session previously.)

Break: 10:30 - 11AM
Flight B: 11 – 12:30 PM (Select 1)

B5: Audit Internally: What travel policy and procedure issues do you find most challenging in your department and college? You will discover, as representatives from MSU Internal Audit walk through their top findings, that you are not alone. You will leave this session wanting to return to your department and perform your own review.

B6: It’s a Done Deal!: Is vendor set up confusing to you? Do your DVs always seem to get disapproved or questioned? Ever wonder how and when to process IB and DI e-docs for travel/research advances? Learn time saving tips to help you move from just doing a document to getting it done!

B7: Booking Online for Advanced Users: A deep dive into the Concur platform. Highlights include:
   1) Travel Arranger view
   2) Cloning and templates
   3) Advanced features you may not know about

Flight C: 2:30 – 4 PM (Select 1)

C9: Travel Safety & Security: MSU travelers represent valuable assets to their departments, colleges, and Michigan State University. What is our duty of care, how do we provide safety nets for these individuals, and in return, obtain their support and participation? Hear the challenges that await our travelers and how we can prepare them for departure so that when and if something goes awry, both travel arrangers and travelers are equipped to handle situations expeditiously.

C10: App Happy: Travel App specialist shows you how to load savvy traveler apps on your phone and demonstrates how they work so you can be the hero on the road and back in your department. Smart phone in hand required to fully engage and enjoy class.

C11: Booking Online for Advanced Users: A deep dive into the Concur platform. Highlights include:
   1) Travel Arranger view
   2) Cloning and templates
   3) Advanced features you may not know about
**C12: Intermediate Travel Processing:** This class is specifically designed for those who have been processing university business travel for more than 1 year. Topics to be presented and discussed are: Policy and procedure updates, Pre-Trip Authorizations, Calculating Per Diems, and Exchange Rate Explanation & Demonstration.