

MICHIGAN STATE  
UNIVERSITY

Good Afternoon! This email is to provide you with the latest travel information.

**Fourth Annual Open House:** The date for our Annual Open House at the Henry Center for Executive Development has been set for Wednesday, September 26, 2007. The program will begin at 8:30 AM and include lunch and a tour of the Henry Center, University Club, and Candlewood Suites. This program is for MSU employees who arrange travel or travel on behalf of Michigan State University. More information will come at a later date.

**National Car Rental:** Effective today, our negotiated daily rates increase by 50 cents per day. The weekly rate is equal to the daily rate multiplied by 6. Rentals for 28 to 31 days are calculated at the daily rate multiplied by 24. These rates had not been loaded onto the National Car Rental intranet site as of this morning, but will be soon. Please go to the Travel Office website and choose "Car Rental".  
(<http://ctrl.msu.edu/travel>)

**Foreign Per Diem Rates:** Because of recent updates to the U.S. Department of State's website, we had to change the link that lists all of the foreign per diem rates. Instead of seeing all of the countries, at one time, listed in alphabetical order, the viewer will view rates by location. Hopefully, you will find this method more user friendly. Please go to the Travel Office website and choose "Federal Per Diem/Foreign Exchange Rates" and the choose "Foreign Per Diem Rates".  
(<http://ctrl.msu.edu/travel>)



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**Direct Bill Applications:** When completing Direct Bill Applications, travelers need to include home or cell phone numbers. This contact information is what is given to the airlines. If there is a delay or cancellation, the airlines will use the telephone number listed to contact you. If you are uncomfortable listing personal telephone numbers, please notify the Cluster Travel Agency when you make your reservation or add it to your profile in ResX or Trip Manager.

Lastly, I had the fortune of discovering a sale on international flights from Detroit or Chicago to various European cities. Travel is for this Fall with departures starting later this month. I can make no guarantees that your favorite airline is making this offering or that these sale fares are available on the dates you wish to travel, but it may be worth a look.

Have a great August!

Debbie