

TRAVERSING THE GLOBE

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by Debbie Gulliver, University Travel Manager

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Mileage Allowance Raised

IRS increase impacts MSU

Effective January 1, 2005, Michigan State University will reimburse mileage at a rate of 40 cents per mile. This is a 3 cent per mile increase over the 2004 University mileage allowance. The 3 cent increase reflects the IRS calculated increase for vehicle operating costs, including fuel. This new rate will be effective for mileage incurred on or after January 1, 2005.

Simpler Airfares Introduced

Delta revamps their airfares and requirements

As 2005 begins, the airline industry continues to make booking travel more and more interesting. On January 5, 2005, Delta Airlines announced Simplifares, a new, simpler pricing structure for travel within the 48 contiguous states. Their pricing, which mainly benefits business and last minute travelers, caps one way fares at \$499 for coach and \$599 for first class. Travelers can see further savings by purchasing tickets at least three days in advance and by purchasing nonrefundable tickets. Other improvements include the elimination of the Saturday night stay requirement and a decrease in the ticket change fee from \$100 to \$50. Other major carriers have joined Delta Airlines in offering these benefits, but only in the markets they share with Delta. Simplifares are available through travel agents or via their website. Remember that you can utilize ResX or Trip Manager and access airline websites and their low fares directly through these on-line booking tools.

Website Update

New National Car Rental Link

Updates and improvements have been made to the Car Rental page that is accessible via the MSU Travel website. The Car Rental icon will now link you to the National Car Rental site where you can glean information about our program, obtain rental coupons, make reservations, and enroll in the Emerald Club (for free). With our new contract, we have lower rates on most rentals. Yeah!

New Travel Form a Must

New Travel Voucher Required in 2005

Much input and many laborious hours went into creating a new improved version of the Travel Voucher that was distributed for use last summer. Since then, we have encouraged you to use this form when requesting travel reimbursement. Up until December 31, 2004, both the old and new travel vouchers were accepted by our Voucher Processing Department. Effective immediately, use of the new travel voucher is mandatory. Travel reimbursement requested utilizing the old version will be returned to departments.

Further, you are strongly encouraged to use the new Travel Authorization form. The new Travel Authorization and Emergency Contact and Travel Voucher were designed so when you fill in Sections A and B of the Travel Authorization, the information is transferred to those same sections on the Travel Voucher. If you have not seen or retrieved a copy of the new version of these forms, they can be found on the MSU Travel website under Travel Reimbursement at: <http://ctrl.msu.edu/travel>.

MSU & Local Hotels

A new look

The MSU Local Hotel Accommodations page has been updated with the 2005 rates. The page has a new look in the hopes of making it more user-friendly. You will find the preferred hotels listed first and the others following in alphabetical order. The amenities have also been expanded to give a better idea of what each hotel has to offer. Please take a look and let me know what you think.

The Radisson Hotel Lansing is the featured hotel in this issue. They are pleased to announce an MSU preferred rate of \$99 which now includes transportation to and from campus. Just four miles from MSU, the Radisson Hotel Lansing offers your visitors spacious guestrooms, wireless internet and incomparable customer service without the distractions of the College nightlife. This rate is available for business or personal use. For reservation assistance, call the Radisson Hotel Lansing at 517-482-0188.

Please direct any suggestions or comments to the University Travel Manager, Debbie Gulliver at telephone (517) 355-0343, or email gullive5@ctrl.msu.edu or fax (517) 432-4656.

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