

TRAVERSING THE GLOBE

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by Debbie Gulliver, University Travel Manager

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Parking Coupons

Discount parking at the Lansing Airport...

Michigan State University has joined the Lansing Regional Business Travel Trust. Because of this membership, we, as employees of MSU, are eligible for a 50% discount at the Lansing Airport, aka Capital City Airport. This discount does not apply to short term -parking. To obtain coupons, you need to become a member of flylansing.com under the Michigan State University travel trust membership. Please visit the MSU Travel website to join and obtain discount parking coupons at <http://ctrl.msu.edu/travel>. Look under Capital City Airport.

Capital City Airport also offers other services as well. Currently, the airport has a conference room available for meetings, a business center with teleconferencing as well as computer and internet connections, and a meet and greet program for your incoming guest. Further information may be found on their website at www.flylansing.com.

Reminders...

Travel Vouchers are our friends!

Here are just a couple of reminders with regards to Travel Vouchers. First, please know that Travel Vouchers and Travel Advances are processed by the Voucher Processing Department (a division of Accounting) in Room 360 of the Administration Building. Their telephone number is 353-4882. Second, when preparing your travel voucher for submission, please put the original, signed travel voucher on top.

The new Travel Voucher and Travel Authorization and Emergency Contact forms have been out since September. On January 1, 2005, use of the new Travel Voucher becomes mandatory. If you have not utilized this form yet, please do so.

There has been some confusion as to whether a preauthorization is required to travel. Per section 70. I. C. 1. of the Manual of Business Procedure, "All travel must be authorized or approved in advance of departure." The new Travel Authorization and Emergency Contact was designed to assist in keeping compliant with Michigan State University policy. So, while you may not wish to utilize this form, all travelers must have preapproval to travel.

More Reminders...

We need your help

When submitting a travel voucher with charges for domestic airline or train tickets, please include the original passenger receipt. Further, it is strongly recommended that you also include the original invoice. The reason for this is two-fold. First, because Michigan State University has paid or will be reimbursing you for the ticket or trip, having both documents provides proof of payment and details of what was actually purchased. Second, the passenger receipt and invoice provide invaluable information such as ticket refund ability and exchange data.

Further, airline or train tickets should be submitted with a Travel Voucher. It is strongly suggested that you keep travel off of the Direct Pay Voucher.

Please note that if the ticket was **direct billed**, a travel voucher must always be submitted (with the original passenger receipt and hopefully the original invoice too), even if the trip was not taken. A notation should be made that the trip was not taken; put ticket in Ticket Clearing Process. The Ticket Clearing Process (TCP) is our way of letting the MSU Cluster Travel Agencies know what tickets are available to credit toward the purchase of a new ticket. Once the ticket is validated, we will send you confirmation that the ticket has been received and placed in the TCP.

Coming Soon...

What's on the Horizon?

The Fly America Act has had some updates since its inception in 1974. A new link on the MSU Travel website will take you to a summary of this federal law, examples, and assistance to assure that travelers using federal funds are in compliance regarding use of the American flag carriers.

The National Car Rental agreement has been renewed. In early December, we will have a new intranet site with easy access to rates, rules, Emerald Aisle membership, and the National Car website.

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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