

TRAVERSING THE GLOBE

Volume 1, Issue 2

by Debbie Gulliver, University Travel Manager

Sept 2004

Voucher Processing

Top 10 reasons a travel voucher is returned...

10. Conference agenda/brochure not attached.
9. Alcohol charged to incorrect account/missing Dean's approval.
8. Purpose for driving & required airfare quote missing.
7. More than one person in a hotel room on hotel receipt.
6. Itemized receipt requirement not met (hotel, business meals).
5. Miscellaneous unallowable charges on car rental.
4. Direct bill information is incorrect.
3. Passenger receipt and invoice for airfare are missing.
2. Proof of payment on items purchased online is missing (airfare, hotel reservation, car rental).

And the number 1 reason a Travel Voucher is returnedThe sum of the amounts in the Account(s) to be Charged portion of the Travel Voucher does not equal the Total Claim amount.

Thanks to...

YOU!

I have truly enjoyed meeting those of you who have invited me to your departments to talk about the new/upgraded on-line booking products that Spartan Travel and Anderson Travel have out now. They have so many benefits. One of the most important is cost savings! Please continue to call or email me with your questions.

Thanks also goes out to those who provided input into creating the new Travel Authorization & Emergency Contact and revised Travel (Reimbursement) Voucher forms. The additional comments and recommendations have also been appreciated.

Updates

What's new?

- Since the Travel Authorization and Emergency Contact and Travel (Reimbursement) Voucher were introduced, a few changes have been made to make the forms more user friendly. This "tweaking" has been done because of requests made by you. So please, take the time to go out to the Controller's website, resave these forms, and begin using them.

National Car Rental

A benefit for you

Did you know that our negotiated National Car Rental rates are available to you whether you are traveling for business or pleasure? They are! So are the added benefits of free Emerald Aisle Club enrollment and Loss Damage Waiver coverage. By utilizing Michigan State University's corporate ID number when reserving a car, you can take advantage of these benefits. For details and to become an Emerald Aisle member, please go to http://ctrl.msu.edu/travel/car_rental.htm.

Airline Booking Fees

What will they think of next?

On August 27, 2004, Northwest Airlines began charging \$5 for airline tickets purchased through one of their reservation centers or \$10 for each ticket purchased at one of their U.S. ticket counters. Since then, US Airways, American, United, Continental Airlines have also begun charging these fees. The latest addition, ATA, is the first discount airline to do the same.

With heightened fuel costs and competition with the discount airlines, the major air carriers felt they had to impose these fees to stay competitive. So as the airlines continue to have fare war after fare war, please keep in mind these extra costs of traveling.

What Else is New?

- Maribeth Foltz replaced Evelyn Griffith-Portee as the Assistant Manager of Voucher Processing. Maribeth may be reached at 353-4882 or 360 Administration Building. Evelyn is still with the Controller's office.
- STA Travel, one of MSU's Cluster Travel Agencies has moved out of the Student Union. They are now located at 207 E. Grand River, which is directly across from the Union. The telephone number remains the same: 432-7722.

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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