

TRAVERSING THE GLOBE

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by Debbie Gulliver, University Travel Manager

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A Reminder to . . .

Our Michigan State University travelers

It is important for Travel Vouchers to be submitted in a timely manner for many reasons. Once a Michigan State University traveler has completed his/her business trip, the Travel Voucher should be completed and submitted for approval and reimbursement. Typically, this is done within 30 days of the return date.

As the traveler, you may have a financial burden. Whether you will be receiving or have received reimbursement for your incurred travel costs, you must pay off your debt. This includes personal credit cards as well as the GE Corporate Travel Card. These cards are all individual liability, which means the burden is upon you to pay the balance due each month. Credit card companies assess finance fees for balances carried forward. In the case of the GE Corporate Travel Card, your card is suspended after 60 days and your account is irrevocably closed after 90 days.

If you have a travel advance, you have agreed to submit your Travel Voucher and supporting receipts within 30 days of your return date. This is true of direct billed airfare as well. In both cases, notices are sent out when the Travel Voucher has not been received within the time frame allotted. In the case of direct billing, even if you do not use your purchased ticket, exchange it for another ticket, or have it refunded, you still need to complete a Travel Voucher and attach the original passenger receipt and/or original invoice. If one of the above situations occurs, it should be noted on the Travel Voucher.

Mileage Rate Increased...

Effective September 1, 2005 thru December 31, 2005, the University's mileage allowance will be increased from 40 cents per mile to 48 cents per mile, as provided for by Internal Revenue Service (IRS) rules announced last Friday. The allowance rate for 2006 will be determined by the IRS later in the year.

The Manual of Business Procedures, Volume I, Section 70 will be revised to reflect this change.

Practical Advice...

Or How to help yourself

Because some information about your MSU business trip is already known, preparing portions of your Travel Voucher before you depart is a great way to get a head start on reimbursement. Sections A and D are areas that can be completed in full. Other items that can be recorded are: conference fees, airfare expense, mileage, meal per diem, hotel per diem (if traveling outside the United States or the Caribbean).

Save your Travel Voucher as an Excel file that you can find upon your return. Take an envelope with you on your MSU business trip to accommodate receipts as you incur expenses. Upon your return, complete the remainder of your Travel Voucher and attach the required receipts. If you had a travel advance, please record that number (in red ink) on the voucher. Be sure to review the "[Top 10 Reasons a Travel Voucher is returned](#)" to verify that your travel voucher is complete. Also, sign your travel voucher in ink that is not black ink.

The Travel Voucher and reimbursement guidelines may be found in Section 70 of the Manual of Business Procedures and the MSU Travel webpage at www.ctrl.msu.edu/travel.

Airline Update...

Delta and Northwest file Chapter 11

Northwest Airlines and Delta Air Lines filed for Chapter 11 bankruptcy on September 14, 2005. Despite these filings, you as a consumer probably won't be able to see any major changes to flight schedules, airfares, or frequent-flier programs. In other words, both Delta and Northwest will continue to operate as usual. As I would have recommended prior to this, please check your flight status prior to the date/time of departure. This keeps you up to date with any changes that may have taken place.

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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