

# TRAVERSING THE GLOBE

Volume 8, Issue 1

by Debbie Gulliver, University Travel Manager

March 2011

## Travel Reimbursement Reminders:

### Payment Reason Codes...

Payment Reason Code "O" is for reimbursement of travel expenditures incurred by and being paid to individuals. Payment Reason Code "N" is for payment to a company for travel related expenses.

Please keep these rules of thumb in mind as you prepare Disbursement Vouchers (DV's) for travel expenses.

### Approvals...

Employees will not be reimbursed until they have approved their electronic documents (e-Docs). Therefore, please be sure to ad hoc route Disbursement Vouchers and Distribution of Income and Expense e-Docs (related to travel advances) to regular MSU employees for approval.

### Direct Billing of airfare/rail in EBS...

If the only expense for a traveler is direct billed airfare/rail, neither a Travel Reimbursement Worksheet nor a Disbursement Voucher needs to be completed. The electronic invoice from Passageways Travel should be held to reconcile with the account's operating statement.

### Special Handling:

Special handling situations include checks requiring expedited handling, departmental checks for pick up, routing checks to an address other than the payee's, and including documents to accompany the mailed check.

Please be sure to send an e-mail to Accounting at [accounting@ctr.msu.edu](mailto:accounting@ctr.msu.edu) noting "Special Handling" in the subject line and the document number in the body of the e-mail.

### Travel in EBS: FAQs added

There are now questions and answers on the EBS site specifically relating to MSU business travel.

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

Please take some time to review and know that the resource is available whenever you have a question. Please visit the following website: [http://ebs.msu.edu/faq/quickreference/travel\\_in\\_ebs.pdf](http://ebs.msu.edu/faq/quickreference/travel_in_ebs.pdf)

The Travel Office and Voucher Processing are available and happy to assist with any university business travel questions you may have.

### Travel in EBS Training Dates...

EBS is offering training in how to process a travel reimbursement and how to request and reconcile a travel advance. Travel forms will briefly be discussed, but the focus will be on how to process these documents in the finance system.

Class size is limited to 15. Sign up for class in the NCRS system, course number EBS-N255.

### Class Dates:

Thursday: 3/24: 8-12: Training Room S

Tuesday: 3/29: 1-5: Training Room S

## Car Rental:

### Some expenses are personal...

Please keep in mind that because of the contracts Michigan State University has with National Car Rental and Enterprise Rent a Car, in addition to cost savings initiatives, the following are not reimbursable and considered personal expenses: Car Rental Insurance of any type (within the United States), Fuel Service Options, and Global Positioning Services (GPS).

Please be sure to share this information with MSU business travelers and visitors to Michigan State University as well as non-university employees traveling on behalf of the University.

Information regarding the two car rental programs is available on the MSU Travel Office website under "Travel Programs": <http://ctr.msu.edu/COtravel>. Renters are expected to fill the tank of their rental car prior to returning it to the car rental agency. Renters are also encouraged to use maps, Map Quest, or other internet mapping services to obtain driving maps prior to departure.

### More Travel News on Page 2...

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## On-Line Booking:

### *Cligbook is now Concur...*

Cligbook, the on-line booking tool supported by Passageways Travel, has changed names and is now known as Concur Travel. Please be assured that the website functionality is unchanged.

From time to time, Passageways offers training on Concur on campus and via webinar. If you have interest, please let them know by contacting the On-line Support Services via email at [pwayscligbook@pways.com](mailto:pwayscligbook@pways.com). On-line Support is happy to assist you when you are booking travel on-line, so please feel free to call or e-mail them with your questions.

Telephone: 1-888-615-0231

E-mail: [pwayscligbook@pways.com](mailto:pwayscligbook@pways.com)

### *Concur Helpful Hints...*

Passageways Travel has also put together some "Helpful Hints" to assist in using Concur to its fullest and get the results you seek. The Helpful Hints or Concur Travel Tips are accessible on the MSU Travel Office website at <http://ctrl.msu.edu/COTravel> under Preferred Travel Agencies, Concur Travel. Here is a sample, which you may find beneficial:

### **Why does the system display limited options and times?**

The time window parameters have been set up to default at 3 hours, which means the system will only show you results 3 hours before and 3 hours after your requested time. You can change this with the initial search to up to +/- 12 hours to give you a wider range of options from which to select.

## Lodging:

### *Proof of Payment Required...*

Per Michigan State University travel policy, the following information must be on the lodging receipts in order for travelers to receive reimbursement:

Original, itemized receipts for lodging must be attached along with the Travel Reimbursement Worksheet or Travel Advance Reconciliation to the Disbursement Voucher (DV) or Distribution of Income & Expense (DI), and must include the following: Traveler's Name, Hotel Name and Address, Check-in and Check-out Dates or Dates of Stay, Total Paid or Amount Charged, and Confirmation Number.

With regard to total paid or amount charged, this typically means that travelers must show that they paid for lodging.

## Direct Service to Washington:

### *Beginning April 1, 2011...*

Sun Country Airlines begins direct non-stop service between Lansing and Washington, D.C. (Reagan National Airport) with convenient flight times. In addition, Sun Country will also provide daily flight between Lansing and Minneapolis. For University business trips, flights may be booked directly with Passageways Travel and direct billed to a Michigan State University account number. Flights may also be booked directly with Sun Country Airlines via their website at: <http://www.suncountry.com/>

Flight times are as follows:

- Lansing to Washington, D.C.: 9 am departure arriving DCA at 10:30 am.
- Washington, D.C. to Lansing: 11:15 am departure arriving LAN at 12:20 pm.
- Lansing to Minneapolis: 1:30 pm departure arriving MSP at 2:05 pm.
- Minneapolis to Lansing: 6 am departure arriving LAN at 8:20 am.

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