

# Travel *at* State

TIP OF THE WEEK

## MOTOR POOL

### GROUND TRANSPORTATION



#### DAILY RENTALS

- Wide variety of transportation
  - Late model cars, SUVs, minivans, pickup trucks, etc.
- Newly added wheelchair accessible minivan
- 24 hr or less \$15 cancellation fee

#### LONG-TERM LEASES

- Required: Request for Long Term Lease of a University Vehicle form
- 3 months or longer
- 24 hr or less \$15 cancellation fee



#### BENEFITS

- Convenient location on campus
- No out of pocket costs
- Fuel card included with rental
- Free use of MSU carwash
- On campus valet service for any vehicle repair/maintenance

#### PAYMENT

- Direct payment to departments
  - Eliminates hassle of using personal credit cards
  - No waiting for reimbursement of rental & associated costs



#### KNOW BEFORE YOU GO



- Located in the Central Services building on campus
  - Open 7pm-5pm, Mon-Fri
- Required to pick up vehicle:
  - Completed Pre-trip Authorization
  - Valid drivers license

#### GET STARTED!

STEP 1: Go to [travel.msu.edu](http://travel.msu.edu)

STEP 2: Choose "Travel Partners"

STEP 3: Click on "Ground Transportation"

