Go Green. Go White. Go Travel@State.

Good afternoon,

As the MSU travel program evolves and we begin to streamline some business processes, our travel policies are maturing as well. Today, I will outline a few of the policy changes you can expect to see; I will also introduce our new Study Abroad and Study Away preferred travel partner, STA Travel.

Travel Policy – Updates!
I encourage you to please take a look at the comprehensive list of all MSU business travel policies, located on the MSU Travel Office website. New policy changes will go into effect on Saturday, November 1, 2014. Updates to the Air Travel and Ground Transportation policies are as follows:

1. Airfare Policy Updates:
   a. Optimum pricing is typically 14 – 120 days prior to departure; purchases may be made up to 9 months in advance
   b. Airfare comparisons are expected when travelers choose to fly from locations greater than 100 miles from their point of employment. The exception is when a traveler is temporarily stationed away from their main point of employment.

2. Ground Transportation Updates:
   a. When travelers choose to drive versus fly, their mileage reimbursement is limited to $500, or 450 miles each way. The Airfare Equivalency Worksheet is being eliminated for this reason.
   b. Rental car size allowable has been increased to Standard, up from Intermediate to allow for additional “leg room”. Travelers are encouraged to use the MSU negotiated contracts with National Car Rental and Enterprise Rent a Car to achieve savings and obtain liability and physical damage insurance on rentals.

Please note both Air Travel and Ground Travel sections have been rewritten.

Welcome STA Travel – Study Abroad/Study Away
Experts in student travel, STA Travel will be the University’s preferred agency for our Study Abroad and Study Away programs effective, October 30. With STA Travel, MSU students will be able to reserve their study abroad tickets through the agency’s $300 deposit program (where available), affording students the opportunity to lock in travel reservations while awaiting financial aid/funding. Here are a few additional benefits of using STA Travel for Study Abroad and Study Away:

- Experts in assisting with planning and booking Abroad and Away Activities
- Consolidated Airfares
- Strategic Travel Partners across the globe
• Ability to direct bill airfare, lodging, ground transportation and venue expenses for your groups (where applicable)

Would you like to meet with STA Travel? Please contact, Carolyn Okon from STA Travel to set up a meeting.

Timeline
• Wednesday, October 29, 2014: The Concur online booking tool will be unavailable due to maintenance. Please plan accordingly. Altour travel agents will be available to accommodate your booking needs by phone.
• Thursday, October 30, 2014: The transition to Conlin Travel will be complete at 8:00 AM EST. You may begin booking with Conlin Travel online or by phone with one of Conlin’s consultants. All active reservations and unused tickets will be with Conlin Travel as of 8:00 AM EST.
• Saturday, November 1, 2014: New MSU travel policies will go into effect

Yours in travel,

Debbie Gulliver
University Travel Manager
Michigan State University