Good Morning,

Please see below for your weekly travel update:

**Mileage Reimbursement**
Effective January 1, 2015, Michigan State University’s mileage allowance will increase from 56 to 57 cents per mile. The rate increase applies to all automobile travel occurring on or after January 1, 2015.

This adjustment is consistent with the announced adjustment in the Internal Revenue Service standard business mileage transportation allowance. The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile, including depreciation, insurance, repairs, tires, maintenance, gas and oil.

Please share this travel reimbursement change with faculty and staff in your unit. Reference to the mileage allowance will be found in the Manual of Business Procedures http://www.ctlr.msu.edu/combp/ex70a.aspx.

**Invoices in Concur**

Some of you have requested directions on how to retrieve past invoices. Fortunately, you may do this directly from Concur. Please know that you can contact the MSU Accounting and Travel Office for assistance at any time. Instructions are below:

From the TravelatState.com website, log into Concur Travel using your MSU NetID and password. Once in the Concur Travel site, you will see 2 headings at the left-hand top, “Home” and “Travel”. Highlight “Travel”. Under Travel, you will see Travel, Trip Library, Templates, and Tools. Choose “Trip Library”. On this page, you may see a list of trip names/descriptions. If you see the trip you need, click on the Trip Name. For example: “Trip from Lansing to Chicago”. When chosen, you should see the full itinerary for the trip.

**Travel Benefits – Continued!**
As promised in my travel update from a few weeks ago, I am sharing a few more travel benefits that you can take advantage of as an MSU employee – for both business travel and personal travel.

- **Michigan Flyer**  
  Michigan Flyer and MSU have teamed up to provide a cost-effective method for MSU business travelers to purchase luxury bus tickets and charge the cost to MSU account numbers. Michigan Flyer Luxury Motor Coach service provides ground transportation to and from Detroit Metropolitan Airport.

- **Sun Country Airlines**  
  MSU has up-front discounts off published airfares offered by Sun Country. Contact Conlin Travel to discover available offers.
• **National Car Rental & Enterprise Rent a Car**
  MSU’s negotiated rates with National Car Rental and Enterprise Rent a Car include Liability and Loss Damage Waiver insurance, so no need to purchase insurance when you arrive to pick vehicle when traveling within the United States. In addition, MSU employees can join the National’s Emerald Club program for no additional fee. National provides online coupons for $15 off weekly rental and 2 car class upgrades.

• **Hotels/Inns – East Lansing Vicinity**
  The [Recommended Hotels and Inns List](#) located on the MSU Travel Office website outlines all of the East Lansing area locations where special pricing is available for you, as an MSU employee. For most of the hotels listed, simply call the hotel directly to receive the MSU negotiated rate; others may require a contract ID number to obtain the negotiated rate. Please note, that some offer their lowest rates to University business travelers only.

• **Capital Region International Airport**
  Located in Lansing, our airport is close, convenient, and home airport to Michigan State University’s home with daily direct flights to Chicago, Minneapolis, and Washington, DC, and connections to anywhere in the world.

Yours in travel,

Debbie Gulliver,
University Travel Manager,
Michigan State University