Good Afternoon. The following changes have been made to Section 70 (http://ctlr.msu.edu/combp/mbp70EBS.aspx), Travel Regulations, and Travel Reimbursement Chart (http://ctlr.msu.edu/cotravel/ReimbursementChart.aspx) in order to clarify policies and procedures applicable to MSU business travel.

Section 70: Travel Regulations:
1. Update to Travel Reservations/Purchases to allow reimbursement or direct funding of spouse/dependent travel costs up to date of hire, specifically relates to travel for interviewing by Michigan State University.
2. Ground transportation policy no longer indicates a limit on taxi fare to/from Lansing Airport. Asks that amount be fair and reasonable.
3. Lodging, meals, and conference fees have their own section (IV.).
4. Lodging section has been simplified; lodging Outside the Continental United States (OCONUS) will only be reimbursed up to the maximum lodging per diem rates as prescribed by the U.S. Department of Defense (visit
5. Section IV. B. Meal Per Diem has been re-drafted in order to clarify methodology of how meal per diem is calculated on days of departure and return, specifically OCONUS and Foreign.
6. Conference fees is now in Section IV of Section 70.

Reimbursement Chart:
1. The Reimbursement Chart has a completely new look and feel making it easier to read and providing direct references back to the Manual of Business Procedures.
2. All of the footnotes have been removed.
3. Please note that the receipt requirements have not changed and where thresholds are noted, receipts are still expected.

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