

## Travel Reimbursement

- **Domestic M & IE** (New Name: Continental US (OCONUS))
- **Foreign and OCONUS M&IE Allocations**
- **Travel Exchange Rates** (New Name: Currency Exchange Calculator)
- **Foreign Per Diem Rates**
- **Mileage Chart**
- **Reimbursement Chart**

Expense & Reimbursement

## Policies & Procedures

- **Group Travel**
- **Issuing Travel and Research Participant Cash Advances**
- **Travel Object Codes (pdf)**
- **Travel Reimbursement (pdf)**
- **Travel Regulations - (New Name: Policies and Procedures)**
- **Travelers Database**

Travel Process

## Travel Programs

- **Airfare - (New Name: Airlines)**
- **Capital Region International Airport** → **Located in: Airlines (click on image)**
- **Visa & Passport Service** → **Located in: Airlines (click on image)**
- **Michigan Flyer**
- **Ground Transportation Service**
- **Car Rental**
- **Detroit Metro Parking Program**
- **Hotel & Housing Accommodations**
- **Hotels/Inns – East Lansing Vicinity**
- **Corporate Travel Credit Card (New Name: American Express Corporate Card)**
- **Charter Air Companies** → **Located in: Airlines (click on image)**
- **Delta Vacations Program** → **Located in: Airlines (click on image)**
- **MSU Alumni Association – Travel Programs: Post season athletic bowls & group tours**

Travel Partners

Know Before You Go

Located in: Ground Transportation

Travel Partners

## Forms

- **Cash Advance Form – Travel and Research Participant (xls)**
- **Pre-Trip Authorization (xls)**
- **Travel Expense Report (xls)**

Located in: Documents & Forms

Expenses & Reimbursements

## News

- **Latest News Update** → **Home Page**
- **2016 Travel Arrangers Education Day**
- **University Travel ListServ Signup**

Home Page

Education

## Preferred Travel Agencies

- Preferred Travel Agencies
- Preferred Travel Agency Price Sheet

Located in: MSU  
Preferred Travel  
Agencies

Travel Partners

## Traveler Assistance

- ~~MSU Faculty and Staff User's Guide~~ **Obsolete**
- Fly America Act
- ICE: In Case of Emergency
- International – Know Before You Go Abroad
- International Travel Insurance
- MSU's Travel Accident Insurance Plan – HR Benefits site
- MSU Travel Clinic
- MSU Travel Contacts
- Transportation Security Administration
- Travel Checklist and Guidelines for Safe Computing
- US State Department State Warnings and Consular Information

Located in:  
Health & Safety

Located in:  
Health & Safety

Know Before  
You Go