How to Get Started

Go to Travel.msu.edu to fill out the travel profile application. All travelers must fill out the pre-trip authorization form located on the front page of the Travel at State website. Must be completed and approved prior to departure and any travel related reservations/payments made.

Why is this important? MSU Travel Accident Insurance is provided to all MSU travelers as long as there is proof they are on approved university travel.

STEP 1: Go to travel.msu.edu and click on Book Now
STEP 2: Enter your MSU Net ID and password, click Confirm Login
STEP 3: Click either Travel tab on the left side of the page or in the header

Visit Travel.msu.edu for detailed instructions on the travel process.
The travel process has 3 simple steps:

1. ) Build your Travel Profile
2. ) Pre-trip Authorization
3. ) Booking and Paying for Travel

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Choose Travel at State

Ride into the future with Travel at State
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3.) Booking and Paying for Travel

- **STEP 1:** Go to travel.msu.edu and click on Book Now
- **STEP 2:** Enter your MSU Net ID and password, click Concur Login
- **STEP 3:** Click either Travel tab on the left side of the page or in the header

Let us guide you in the right direction

Hannah Administration
426 Auditorium Road
Room 360
East Lansing, MI
517-355-5000
www.travel.msu.edu
The Best Assistance

Conlin Travel and STA Travel are Michigan State University’s preferred travel agencies because of their commitment toward our students, faculty, and staff. They have shown tremendous dedication in providing excellent customer service 24/7/365.

How you Benefit

- Worldwide travel insurance
- Discounted rates on airfare, hotel, and car rental
- Expedited passport services
- Direct bill air, rail, and Michigan Flyer to your department
- Safety tips & oversight when emergency situations arise

Changes Coming in 2019

- One tool for booking travel and submitting expense reports
- Add a receipt to your expense report just by taking a picture
- Book travel through Concur mobile app
- Electronic approvals and signatures