It has been brought to my attention that some of our employees have been dialing an incorrect Centrex 5-digit extension to reach Conlin Travel via our campus number. Please make note of the following phone numbers below:

**Contact Conlin Travel using the MSU campus phone line:**
- Campus Extension - **x49400**
- Campus Number - 517-884-9400

**Delta Air Lines Basic Economy Fares(E)**
Recently, Delta Airlines announced the roll-out of their Basic Economy Fares. This addition restructured Delta’s fare options to a 5 Tier platform. While the Delta Basic Economy Fares do have their appeal, they are risky and extremely restricted fares that are not conducive to business travel needs. The restrictions to the Delta Basic Economy Fares include: no refunds, no changes, no advance seat assignments, non-upgradeable and last-to-board status – there are no exceptions to these rules.

Michigan State University’s travel policy restricts the usage of fares like Delta’s Basic Economy and the availability is blocked from the Concur Travel online booking engine managed by Conlin Travel. The Delta Basic Economy Fares are available on consumer-based sites and on Delta’s own website and if you are price comparing, please make note of the fare types you are comparing. Michigan State University will not be responsible for any lost funds from a traveler booking this option against our recommendations should a cancellation or change be needed.

**Conlin Travel will always offer you the lowest-cost, logical and program appropriate air travel options.**

**Valet Connections**
I recently discovered a great valet service near the Detroit Metropolitan Airport and I can’t wait to share the details with you. The service is called Valet Connections and their rates start at $5.99/day.

Valet Connections will meet you at their drop-off parking lot, near DTW, assist you with your luggage, and take you to the airport via shuttle. Your vehicle will be parked at the Valet Connections covered and secured parking facility. Upon your return, you will simply call Valet Connections and they will meet you at your terminal for a ride back to your vehicle, 24 hours daily. Your vehicle will be warmed up, running, and ready for pickup upon your arrival.

Valet Connections also provides options for you to have your car washed, detailed, fueled up, and oil changed while you are traveling.

**Take a look at their website for more information and pricing details:**
[https://www.valetconnections.com](https://www.valetconnections.com).

**Travel Arranger Education Day**
We’d love to see you on Thursday, January 29th, at the Henry Center. Limited space is still available.

Debbie Gulliver  
University Travel Manager  
Michigan State University