

# TRAVERSING THE GLOBE

Volume 3, Issue 1

by Debbie Gulliver, University Travel Manager

January 2006

## 2006: Changes Arrive...

*Nwa.com offers discounted fares to MSU business travelers.*

Michigan State University has negotiated with Northwest Airlines so that travelers may have access to our discounts when booking their airline reservations on nwa.com. The discounts are the same as those currently available through the Cluster Travel Agencies. The advantage of utilizing this mode of making airline reservations is that no service fee is charged and you can still take advantage of our discount on Northwest Airlines. The disadvantage is you must pay for your airline ticket yourself and be reimbursed by MSU after your business trip is complete.

Using CorpNet Direct through nwa.com does not inhibit you from accumulating your frequent flyer miles. It will log all of your trips, business or leisure, so that you have a history of your travels on Northwest Airlines.

## Become a Member...

*First, you will need to enroll in the Worldperks program.*

If you aren't already a member, take a few moments to become one. The easiest and quickest way to enroll is by visiting nwa.com. Under the Worldperks tab, choose "Enroll" from the drop down menu. Follow the directions by completing all of the required information. After submitting your electronic application, you will receive your Worldperks number almost immediately.

Once enrolled, or if you are already enrolled, your Northwest Airlines Worldperks number needs to be registered in order for you to receive corporate discounts on nwa.com. Travel Arrangers who will make airline reservations need also to become Northwest Airlines' Worldperks Members and register. Once registered, they will be able to sign into nwa.com and choose the travelers for whom they wish to arrange airline reservations.

## To Register...

*Visit the MSU Travel website.*

Go to <http://ctrl.msu.edu/travel/airlines.htm>. To obtain information about Northwest Airline's CorpNet program and instructions on how to register select "Airfare" from the menu. If you are already registered on nwa.com, you still need to complete the registration process. Choose "**Yes, Sign in Now**" when you get to the registration page and proceed from there.

## Passenger Receipts...

*Take charge of your travel.*

Many Airlines allow you to check-in for your flight, check-in your luggage, print your boarding passes, and print your passenger receipt. Michigan State University policy, according to the Manual of Business Procedures, requires that original receipts be submitted with your travel voucher when air travel is part of your business trip. In order to assist in expediting your travel voucher and not have to worry about whether or not your on-line receipt (from Travelocity, for example) is accepted, you can submit a passenger receipt printed directly from the airline website. For example, at NWA.com, by simply entering your last name and ticket number, you are presented with a view of your passenger receipt. They also allow you to reprint passenger receipts up to 90 days after the date of departure. Please visit the following website to print your Northwest Airline passenger receipts: [https://www.nwa.com/cgi-bin/res\\_info.pro](https://www.nwa.com/cgi-bin/res_info.pro).

## More Travel News on Page 2...

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## Travel Vouchers...

*Why are they being returned?*

In the past few weeks, the number one reason travel vouchers are being returned has changed. Conference/Meeting Agendas, which should be attached to travel vouchers when this is the purpose of the trip, are not being included with the documentation supporting reimbursement claims. The easiest way to comply with this requirement is to include an outline provided by the conference showing the schedule for each day. Sometimes, the registration form will outline meals included in the price for the conference. The multiple page brochures from your conference are not needed.

## GE Capital MasterCard...

*Advancements simplify the application process.*

The application for Michigan State University's corporate travel card will be available on-line in the very near future. The application will be available electronically on the MSU Travel website at <http://ctrl.msu.edu/travel/gesite.htm>. From completing the application to approval by an authorized account signer to review and approval by me, the application process will be through a secured website.

Because of this change, the website has been updated to answer questions about the application from an "Applicant" and an "Authorizer's" point of view. The website also provides an overview of the corporate travel card uses and benefits while addressing frequently asked questions or FAQs.

Please take some time to review the information about the GE Capital MasterCard and its availability for MSU travelers.

## International Travel &...

*The Fly America Act...Be sure you know the requirements.*

If you are going to be traveling overseas and the trip is financed by a federal contract or grant, please review the Fly America Act before you make your airline reservation. The Fly America Act mandates the use of U.S. flag air carriers for federally funded international travel.

One of the best ways to ensure that you are in compliance is to make your reservation through one of the Cluster Travel Agencies. Anderson Travel, Spartan Travel, and STA Travel are all familiar with the Fly America Act. Whoever you decide to have book your international trip, be sure to advise them that your trip is being paid for with federal funds. Some countries will not allow your airline ticket to be coded on a U.S. flag air carrier. If a foreign country does not permit U.S. flag air carriers to code flights out of their airports, you must be sure that any connecting flight beyond that is on a U.S. flag air carrier.

You are advised not to make international airline reservations when financed by a federal contract or grant. In the case of nwa.com, for example, the return flight will default to a foreign carrier for all flights back to your origin. Unfortunately, this will put you out of compliance with the Fly America Act.

Any international airline ticket or portion of a ticket that has flight(s) not coded on a U.S. flag air carrier, but could have, will not be allowed on the federal grant account.

You will find the Fly America Act, explanations, and examples on the MSU Travel website at <http://ctrl.msu.edu/travel/FlyAmericaAct.htm>

## Local Hotels...

*2006 Updates*

Please note that the "MSU Local Hotel and Motel Accommodations" page on the MSU Travel website has been updated with the 2006 rates.