

TRAVERSING THE GLOBE

Volume 3, Issue 5

by Debbie Gulliver, University Travel Manager

September 2006

Air Travel Changes...

What to expect since the threat in London...

Terrorist threats and airplane crashes make us think twice about traveling. Our skies are safer than they have ever been before. The Federal Government through Homeland Security and the Transportation Services Administration (TSA) has issued a list of banned items that may not be on you or in your carry on bags when flying on a commercial airline. Most liquids, gels, lotions and other similar consistency will not be permitted in carry-on baggage. Examples of items not permitted include bottled water, saline solution, lotion, hair spray, mascara, toothpaste, gel cap type pills. Travelers are permitted to bring liquid prescription medicine (the name on the prescription must match the name on the passenger's ticket), up to 4 oz non prescription medicine including saline solution, and up to 5 oz. of liquid or gel low blood sugar treatment. Please refer to the TSA's website for a more detailed list of prohibited and permitted carry-on items. The link is: www.tsa.gov.

Hotels are helping...

Provide travelers with needed toiletries:

With the changes in allowable carry-on baggage, travelers should know that some hotels are offering complimentary toiletries. Items include: skin care products, cosmetics, hair care products, sunscreen, toothpaste, contact lens solution, and nail polish and remover. In addition, hotels such as the Omni, are offering to pick up prescriptions at local pharmacies for their guests. To find out if your hotel is offering such services, please check the website of your hotel.

A Reminder...

About reimbursable travel expenses:

Voucher Processing is seeing an increase in the number of claims for reimbursement of travel insurance. Please be aware that travel insurance is the Traveler's expense. Travel insurance will not be reimbursed by Michigan State University.

Passports Required:

Beginning January 8, 2007...

Travelers to and from the Caribbean, Bermuda, Panama, Mexico and Canada must have a passport or other secure, accepted document to enter or re-enter the United States. On January 8, 2007, this requirement will be applied to all air and sea travel between these countries and the United States. On January 1, 2008, this requirement will be extended to all land border crossings as well as air and sea travel. For further details, please visit the U.S. Department of State website at <http://travel.state.gov/travel>. This information is also accessible on the MSU Travel website at <http://ctrl.msu.edu/travel>.

Foreign Travel...

Insurance information...

For Michigan State University travelers to go beyond the borders of the United States, a passport and sometimes a Visa is required by the country of entry. In addition, foreign countries are asking for proof of medical insurance. Travelers should be directed to contact the following companies:

Health Insurance Coverage

Blue Cross Blue Shield (Community Blue): 800-322-4447

PHP: 517-364-1495 or 800-832-9186

Prescription Coverage (If needed):

CareMark: 800-565-7105

Lodging Reimbursement:

What to do...

When one MSU Traveler pays for a hotel room in which more than one MSU traveler stayed, the "Paying" Traveler should claim the entire cost on his/her Travel Voucher. Copies of the other MSU Travelers' Travel Vouchers should be attached. Further, a copy of the "Paying" MSU Traveler's Travel Voucher should be attached to each of the other MSU Travelers' Travel Vouchers.

TRAVERSING THE GLOBE

Volume 3, Issue 5

by Debbie Gulliver, University Travel Manager

September 2006

On A Budget?

Money Saving Ideas...

When you rent a car, you are often asked if you would like to buy the "Fuel Purchase Option". Car rental agencies sell this to consumers as one less worry because the gas tank will be refilled upon your return of the car at a guaranteed rate. The average rate per gallon is \$6.99 or more. Instead, do not prepay this option for a full tank of gas, but return the car and the tank will be refilled at the current market rate for the actual number of gallons needed. Better yet, when possible, fill the tank just before returning the car.

CorpNet Direct...

Can save you money.

.On July 1, 2006, any Michigan State University Business Travelers (employed by MSU) who register on Northwest Airlines' CorpNet Direct and purchase airline tickets via nwa.com (for MSU business travel only) will automatically be entered into a drawing for a \$100 Northwest Airlines Travel Credit Voucher. The eligibility month will be based upon the date of scheduled departure.

To learn more about and register on CorpNet Direct, please visit <http://ctr.msu.edu/travel/airlines.htm>. By registering with CorpNet Direct, MSU business travelers are able to take advantage of our Northwest Airlines discount for business travel.

And the Winner is....

Sara Aviyente!!!

Congratulation to Professor Aviyente who flew on a Northwest Airlines ticket she purchased on nwa.com via CorpNet Direct. Professor Aviyente has won a \$100 Travel Credit Voucher to use toward the purchase of her next trip on Northwest Airlines.

Another Money Saver...

Print your own Passenger Receipts...

No matter how you purchased your airline ticket, Northwest Airlines and many other airlines allow you to print your passenger receipt from their website. For domestic travel, the passenger receipt is required when traveling on Michigan State University business. Some airline websites require the traveler to sign into their website using a frequent flyer number, last name, and password or pin. Northwest Airlines has made it easy by not requiring you to sign into their website. Here are their instructions:

1. Go to nwa.com
2. Under "Manage My Reservations", click on the red **View Reservations** box.
3. Go to the Search by: box and use the pull down arrow to choose "E-Ticket #"
4. In the box under E-Ticket #, type in the ticket number beginning with "012".
5. Under Passenger Last Name, type in the passenger's last name.
6. Click on the "View/Change Reservations" box.
7. The next screen that appears is titled: "E-Ticket Details & Receipt".
8. Print receipt by clicking on Send to Printer in top right hand corner.

Save that \$10 copy fee the Cluster Travel Agencies charge by using the airline websites to print passenger receipts.

From Marriott International...

New Smoking Guidelines...

Beginning October 15, 2006, all Marriott hotels in the United States and Canada will become 100% smoke free. The change affects over 2,300 Marriott properties which include Marriott, JW Marriott, Renaissance, Courtyard, Fairfield Inn, SpringHill Suites, Residence Inn, TownePlace Suites, and Marriott ExecuStay brands. Currently, greater than 90% of their guest rooms are non-smoking and smoking is prohibited in many public areas. The hope is that the level of service Marriott is able to offer will be enhanced by these changes.