

TRAVERSING THE GLOBE

Volume 3, Issue 6

by Debbie Gulliver, University Travel Manager

November 2006

MSU Travel Credit Card

Cardholder reminders...

The GE MasterCard program was designed to give Michigan State University travelers a payment mechanism for business travel expenses. Most travelers apply for this credit card because they either possess no credit cards or they prefer to separate their business travel expenses from their personal charges.

While this credit card is offered to MSU business travelers as a payment mechanism for business travel expenses, the GE MasterCard is an individual liability credit card. This means that no matter whether or not you have been reimbursed for your MSU business travel, the balance must be paid in full each month. GE MasterCard has set our monthly billing cycle to end on the 25th of each month. Payment is expected to be received by GE on or before the 21st of the following month. Accounts that are not paid in full each month will incur late fees, possible suspension, and after 90 days account closure.

If you have a GE MasterCard, you may access your account on the internet 24 hours a day – 7 days a week. The website address is <http://www.genetservice.com>. The first time you visit this site, you will want to “register for online account access.” You will be prompted to a secure site in which you will need to complete their registration process.

GE NetService is an excellent way to verify charges on your account, electronically pay your monthly bill, and dispute charges. You can also find detailed information about purchases if the vendor provided that data to GE MasterCard.

For further information about the GE MasterCard program or to apply for a credit card, please visit the Travel Office website at: <http://ctrl.msu.edu/travel/gesite.htm>.

And the Winner is....

Robert McGough!!!

Congratulations to Professor McGough! He flew on a Northwest Airlines ticket purchased on nwa.com via CorpNet Direct. His reward? A \$100 Travel Credit Voucher to use toward the purchase of his next trip on Northwest Airlines.

Passport Reminder....

January 8, 2007 is quickly approaching...

U.S. citizens will be required to have a valid passport for exiting and reentering the United States starting January 8, 2007 for all air travel. This includes travel to/from Canada, Mexico, the Caribbean, Bermuda, and Central and South America.

The U.S. Department of State's Office of Passport Services reports that the current turn around period for obtaining a U.S. passport is 4 to 6 weeks.

Michigan Flyer

New Ground Transportation to Detroit Metro Airport...

Michigan Flyer will begin ground transportation service from East Lansing to Detroit Metro on November 16, 2006. Michigan Flyer is working with Indian Trails to provide luxury buses equipped with reclining seats, adjustable head and foot rests, and best of all, wireless internet access. Indian Trails is providing 3 brand new buses to provide this service at just \$25.00 per person each direction.

The Michigan Flyer bus will depart eight times per day from the University Place Marriott, one block north of campus, at 300 M.A.C. The city of East Lansing has allotted a number of parking slots in the garage next to the Marriott. The bus will stop at the Sunoco gas station, 3000 Dunckel Drive in Lansing and at the Starbucks in Jackson Crossings. The address is 1801 North West Avenue and this is just south of the interchange of US-127, I-94, and M-50.

Upon boarding the bus, you will be given a menu for Starbucks and Quizno's (located at Jackson Crossing). You may place orders at these establishments using your personal credit card. Upon arrival at Jackson Crossings, your order will be delivered to you on the bus. This provides you with a beverage to enjoy on the last leg of your bus ride and a sandwich to enjoy on your flight.

Travel time on the Michigan Flyer bus is estimated at between 2 and 2 ½ hours to and from East Lansing and Detroit Metro. Reservations are made on the Michigan Flyer website as well. Detailed information including rates and Schedules and bus stop locations here and at Detroit Metropolitan Airport is also available on this website the Michigan Flyer website is <http://www.michiganflyer.com> or via the Travel Office website. Click on “Limousine” and you will find the link to the Michigan Flyer website.

More on Page 2...

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Hotel Discounts

New and Renewed...

Recently, Michigan State University entered into agreements with hotels in Dearborn, New York City, and Washington, D.C. The rate and hotel information for these properties will be available on the Travel Office website in the near future.

If you or travelers in your Unit are frequently stay at the same hotel, please let me know. I will be happy to contact them to negotiate a discounted rate. Please be aware that we currently have negotiated rates with Ramada Inns, Best Westerns, Holiday Inn and Intercontinental Hotels, and Red Roof Inns.

Dearborn: The DoubleTree Hotel in Dearborn is offering Michigan State University business travelers a rate of \$119 per night, which is a 25% discount off of their standard rate. The DoubleTree Hotel Dearborn is located at 5801 Southfield Expressway, Detroit, Michigan. Reservations may be made through our Cluster Travel Agencies or by calling the hotel directly at 1-800-222-TREE. Please mention that you are traveling for Michigan State University when making your reservation. For more information about the DoubleTree Hotel, please visit the following website: <http://www.whihotels.com/ebrochures/doubletreedearborn>

Washington: We now have agreements with two hotels in the Washington, D. C. area. They are The Quincy and The Virginian Suites Hotel.

The Quincy (formerly The Lincoln Suites) is offering Michigan State University business travelers a rate of \$189 per night. The Quincy is located at 1823 L Street NW, Washington, D.C. Reservations may be made through our Cluster Travel Agencies or by calling Sophal Say directly at 202-833-8639 ext. 7050 or by e-mail at reservations@quincysuites.com. Please be sure to mention that you are with MSU to receive this special rate.

The Virginian Suites in Arlington, Virginia is offering Michigan State University business travelers a rate of \$129 per night for a studio suite and a rate of \$159 per night for a one bedroom suite. The Virginian is located at 1500 Arlington Boulevard, Arlington, Virginia. Reservations may be made through our Cluster Travel Agencies or by calling the hotel directly at 1-800-275-2866. Our booking code is MSU1855. For more information about The Quincy Suites, please visit their website at <http://www.quincysuites.com>.

Hotel Discounts con'td...

New York City: The Iroquois New York is offering Michigan State University business travelers discounted rates that are seasonal. The Iroquois is located in the heart of Manhattan at 49 West 44th Street, between 5th & 6th Avenues, New York City, New York. Reservations may be made through our Cluster Travel Agencies or by calling the hotel Reservations Department at 212-840-3080 or 1-800-332-7220. Please mention that you are traveling for Michigan State University when making your reservation. For further information about The Iroquois New York, please visit their website at www.iroquoisny.com.

Northwest Airlines Update

Recent Changes...

Northwest Airlines this year instituted a service fee charged to customers who call Northwest/KLM Reservations to change a booking originally purchased through an external ticketing source such as a traditional travel agency, online travel agency or another airline will incur a fee of \$10.00 USD. Travel agencies, traditional and online, would include our 3 Cluster Travel Agencies (CTAs): Passageways Travel, Anderson Travel, and STA Travel. Please keep this in mind when considering a voluntary change in your itinerary.

Northwest Airlines has changed their ticket validity policy. Passengers holding unused nonrefundable Northwest Airlines tickets issued November 1, 2006 or later are now valid for 1 year from the original departure date. This means that the ticket must be exchanged and travel must begin within one year of the originally scheduled departure date of the original ticket.

Tickets issued prior to November 1, 2006 must comply with earlier rules: From the original departure date, MSU business travelers who have purchased nonrefundable Northwest Airlines tickets from one of the Cluster Travel Agencies have 9 months to exchange the unused nonrefundable ticket and 1 year to begin travel. From the original departure date, all other travelers have 90 days to exchange the unused ticket and 1 year to begin traveling.

If you will not be using a nonrefundable airline ticket, a good practice is to cancel your reservation prior to the dates of departure so that you retain the value of your unused ticket.