

TRAVERSING THE GLOBE

Mileage Rate Increase...

For travel beginning 1/1/07

The IRS has raised the mileage rate for 2007 and in response to that, Michigan State University has also. The new mileage rate for automobile travel beginning January 1, 2007 is 48 cents per mile.

Please keep in mind that if you choose to drive to your business destination and the mileage cost is greater than \$300.00 in total, you must obtain a written estimate of the airline cost to fly to that destination from one of the Cluster Travel Agencies. This written estimate should be attached to your Travel Voucher. The traveler will be reimbursed the lesser.

Example: MSU Traveler decides to drive from MSU to a conference in Louisville, Kentucky. It is 367 miles each way costing the University \$352.32 in mileage. An airline ticket costs \$258 including the agency service fee. MSU Traveler would be reimbursed \$258.00.

Airfare estimates should allow for a minimum 2 week advance purchase and should be obtained prior to departure as it is not possible to obtain an airfare past date. The airfare price should reflect lowest, logical airfare for the dates the traveler needs to be at his or her business destination.

Travel Classes

Spring Schedule...

The following Travel Classes will be offered through Human Resources Development. Please visit their website to enroll. Looking forward to seeing you there!

Travel Savings: Tuesday, February 6, 8:30 AM – 12 Noon

Introductory Travel Procedures: Tuesday, March 6, 8:30 AM – 12 Noon

Advanced Travel Procedures: Tuesday, March 6, 1PM – 4:30 PM

Please direct any suggestions or comments to the University Travel Manager, Debbie Gulliver, at telephone (517) 355-0343, or email gullive5@ctr.msu.edu or fax (517) 432-4656.

MSU is an affirmative-action, equal-opportunity employer.

Meal Per Diems...

Domestic rates and City Classifications Change.

A new per diem table has been approved for University travel beginning January 1, 2007. The rates range from a low of \$39/day to a high of \$64/day.

There are substantial changes to the per diem levels and classification of cities therein. A new listing of per diem rates by U.S. city is available on the Travel Office website under “Federal Per Diem/Foreign Exchange Rates” then “2007 Domestic Meal Per Diem Rates”.

There are now 4 per diem levels. Some counties are included so that University travelers conducting business in the suburbs of major metropolitan areas receive meal per diems in line with current costs. To establish the county in which a city is located, please use the National Association of Counties website at http://www.naco.org/Template.cfm?Section=Data_and_Demographics&Template=/cfiles/counties/city_srch.cfm. Simply type the name of the city into the “Search By Name of City” box and click the grey box “Search for County”. A listing of cities by that name will appear with their corresponding County and State.

A subsistence or per diem allowance amount covers meals incurred while traveling from home OVERNIGHT. The following are the 2007 meal per diem allowances:

Level	Standard	Key	Special	Major
Breakfast	\$7	\$8	\$10	\$12
Lunch	\$11	\$12	\$16	\$20
Dinner	\$21	\$24	\$28	\$32
TOTAL	\$39	\$44	\$54	\$64

Canada and Mexico are still considered international destinations for the purposes of determining per diem rates. Please visit Foreign Per Diem Rates to obtain these rates.

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Volume 4, Issue 1

by Debbie Gulliver, University Travel Manager

January 2007

TSA...

Asks air travelers to do their part...

The Transportation Security Administration (TSA) asks all travelers pack gels and liquids in their checked baggage. However, for those short trips the TSA asks you to follow their "3-1-1 Guidelines when packing their carry on luggage. Three ounce or smaller containers of liquids or gels are permitted in carry on luggage. All of the containers must fit comfortably into a single quart size plastic zip-top bag (8" x 8" maximum).

The TSA also has a detailed listing of what item may be carried onto the plane. Please visit the Transportation Security Administration website for a detailed listing of permissible and prohibited items.

If getting through airport security has got you down, please review the TSA's advice about what you should do to help the line move faster. Remember that plastic zip-top bag mentioned above? If it is in your carry on bag, be sure to have it out and ready to claim when it's your turn to go through the security checkpoint and x-ray.

There are two ways to access the Transportation Security Administration website. One is to visit them at www.tsa.gov/travelers/index.shtm. You may also access their website through the MSU Travel Office web site at <http://ctrl.msu.edu/travel> and from the alphabetical listing "right" click on "Transportation Security Administration".

Local Hotels...

2007 Updates

Please note that the "**MSU Local Hotel and Motel Accommodations**" page on the MSU Travel website will be updated with the 2007 rates. In addition, we will be adding web addresses and photos of these hotels.

If there is a hotel that your department uses but is not listed on the MSU Travel website, please provide the name of the hotel, contact person, and contact information. I will be happy to discuss their addition to our website.

Copies...

Of Travel Vouchers and Receipts.

With the recent changes in record retrieval in the Accounting Department, it is more important than ever to retain copies of your submissions in an organized fashion within your department. Copies should include the Voucher, receipts, supporting documentation, and direct billing invoices and passenger receipts. By keeping copies in your department, you have the supporting documentation at your fingertips. You will also eliminate the need to complete a written request to Accounting and wait to receive the requested copies.

If you think you do have to submit a request for copies, please check with the originator of the accounting form. If this person has no copies, you will need to complete the Document Retrieval Form (DRF) found at the Controller's Office eForms site <https://login.msu.edu/?App=CTLR JVE>.

Travel Vouchers...

Just a reminder

When submitting an original Travel Voucher, please also send one copy of the Travel Voucher. Additional copies of the Travel Voucher and duplicate copies of receipts will be thrown away. Please save yourself some time and save a tree (or two) by only making one copy of the entire submission for your records and an additional copy of the completed and signed Travel Voucher to submit with the originals.

And the Winner is...

David Hyndman!!!

Congratulations to Dr. Hyndman who flew on a Northwest Airlines ticket he purchased on nwa.com via CorpNet Direct. Dr. Hyndman has won a \$100 Travel Credit Voucher to use toward the purchase of his next trip on Northwest Airlines.