

# TRAVERSING THE GLOBE

Volume 4, Issue 5

by Debbie Gulliver, University Travel Manager

September 2007

## Passports:

*The latest...*

The U.S. Department of Homeland Security (DHS) would like us to know that the temporary Western Hemisphere Travel Initiative (WHTI) accommodation allowing U.S. citizens to travel by air within the Western Hemisphere using a Department of State official proof of passport application receipt will end as scheduled at midnight on September 30, 2007. U.S. citizens who departed the country under this travel accommodation prior to October 1 with a Department of State (DOS) official proof of passport application receipt and government-issued identification will be readmitted with these same documents if returning to the United States after September 30.

As a reminder, through September 30, 2007, U.S. citizens traveling to Canada, Mexico, the Caribbean, and Bermuda who have applied for, but not yet received, passports can temporarily enter and depart from the United States by air with a government issued photo identification and DOS official proof of application for a passport.

Effective October 1, 2007, U.S. citizens traveling by air to Canada, Mexico, the Caribbean, and Bermuda must present a passport or other WHTI-compliant documentation to enter or depart from the United States. It is always strongly recommended that U.S. citizens verify the specific documentary requirements for their destination country.

DHS and DOS announced the temporary WHTI accommodation for air travel in June. The federal government made this accommodation due to longer than expected processing times for passport applications in the face of record-breaking demand.

Reminder: ALL air and sea travel to ALL foreign countries will require a passport. This includes Canada by plane and all cruise ships to the Caribbean. As of 12/31/07 all travel to Canada including car and bus will require a passport.

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

## Passport Fair:

*Apply this Friday or Saturday...*

The Okemos Post Office is inviting anyone who does not have a valid passport to apply in person on Friday, September 14, or Saturday, September 15, 2007. The postal staff will be processing applications from 9 AM until 2 PM each day.

Applicants will need a certified copy of their birth certificate or previously issued Passport or Naturalization Certificate in addition to Drivers License. Applicants under 14 years of age must have both parents present.

For details on everything you need to apply, visit [www.usps.com/passport](http://www.usps.com/passport).

## Annual Open House:

*Space is still available...*

The James B. Henry Center for Executive Development, Candlewood Suites, and the University Club are graciously hosting our 4th annual open house.

This year, guest speakers include representatives from our hosts, MSU's new Qualified Group Travel Agency, MSU International Studies and Programs, Capital City Airport, Northwest Airlines, and National Car Rental. In addition, exhibit tables will provide you with an opportunity to discuss your travel needs/questions with these representatives.

The program, to be held on Wednesday, September 26, 2007, is scheduled to begin promptly at 8:30 AM and end around 1:30 PM with lunch and a drawing of prizes donated by our guest speakers.

Please register by contacting me via e-mail at [gullive5@ctrl.msu.edu](mailto:gullive5@ctrl.msu.edu) or by telephone at (517) 355-0343. The deadline to register is September 14, 2007.

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## Educational Opportunities:

### *HRD Fall Classes...*

Are you new to making travel arrangements or completing travel authorizations and travel vouchers? Maybe you're a bit "rusty" and need a refresher course. If this describes you, perhaps you'd like to join me for "Introduction to MSU Travel Procedures" on Wednesday, October 10, from 8:30 AM until noon.

Maybe you're experienced at making travel arrangements and completing travel paperwork but would like to be informed of the latest in MSU travel procedures and travel vendors. Are you interested in knowing how to apply for a U. S. Passport or Visa? Would you like to know more about international travel issues such as insurance coverage, Fly America Act, and international traveler database? If so, please join me on Wednesday, October 10, from 1 PM until 4:30 PM.

If you are a travel arranger or budget officer, perhaps you're interested in cutting travel costs. If so, please join me on Tuesday, October 23, from 8:30 AM until noon. In this class, we will be discussing on-line booking tools available to MSU travelers and travel arrangers. In addition, we will review MSU's travel discount programs.

To register for any or all of these classes, please contact Human Resource Development via voice mail at (517) 355-0183 or enroll on-line at [www.hr.msu.edu/HRsite/ProDev/Staff/](http://www.hr.msu.edu/HRsite/ProDev/Staff/).

## Travel List Serve:

### *Get the latest MSU Travel Updates...*

MSU Travelers and Travel Arrangers are invited to subscribe to the MSU Travel Office ListServe.

To join: Go to the Controller's Office Home Page, click on "Travel Office News Update via Email, enter your name and e-mail address, and then submit.

The MSU Travel Office ListServe was established to provide MSU Travelers and Travel Arrangers with up to date travel information including current industry trends, completion of University travel related forms, updates to University travel policies and procedures, and travel discounts.