

TRAVERSING THE GLOBE

Volume 4, Issue 6

by Debbie Gulliver, University Travel Manager

October 2007

GE NetApps:

Clarifications...

Approximately 2 years ago the application process for obtaining a GE MasterCard – Corporate Travel Card became electronic. While this is a nice feature and safeguards sensitive data, such as social security numbers, it has been somewhat challenging. Here's what you should know:

The applicant, who must be a regular MSU employee, will electronically complete and submit the application and then receive an email from GE MasterCard asking him/her to confirm the application.

The Authorized Account Approver required on each application must be someone senior to the applicant who also is an authorized account signer.

The Authorized Account Approver needs to be notified by the applicant that an email from GE NetApps is coming to them and why. The GE NetApp email will give the Authorized Account Approver a sign in and password for GE NetApps to view and approve the application.

As the Program Administrator, I am notified when the application is ready for final approval before being sent onto GE MasterCard for card issuance.

After the application is approved, it takes 7 to 10 business days to receive the credit card in the mail. The card will arrive (in a plain white envelop) at the address provided on the application.

In the credit card needs to be expedited, that must be indicated on the application and the applicant will be charged \$35.00 for the service. Expedition will get the credit card to the applicant 3 business days after final approval.

Further information about the Corporate Travel Card program and the application are available on the MSU Travel Office website at <http://ctrl.msu.edu/travel>. Please choose "Corporate Travel Card".

Please direct any suggestions or comments to the University Travel Manager, Debbie Gulliver, at telephone (517) 355-0343, or email gulliver5@ctrl.msu.edu or fax (517) 432-4656.

Updates:

To the Manual of Business Procedures...

Late in September, a couple of changes were made to the Section 70 of the Manual of Business Procedures dealing with car rentals. They are as follows:

Officially, Michigan State University will not reimburse travelers for the rental cost of GPS (Global Positioning Services). Travelers are expected to utilize Map Quest or similar websites, maps, or directions provided by the traveler's destination.

Travelers who rent vehicles for University purposes are expected to fill the gasoline tank prior to returning the rental vehicle to the car rental agency. The fuel service option costs will only be allowed on an exception basis when separate written justification is approved.

Annual Open House:

Another Successful Event...

Thanks to the James B. Henry Center for Executive Development, Candlewood Suites, and the University Club for enthusiastically hosting our 4th annual open house. Thanks also to all of you who attended and to our guest speakers who offered their perspectives and updates to travel services available to Michigan State University travelers.

Many of you expressed a desire to have the power point presentations available on the MSU Travel Office website. Please visit <http://ctrl.msu.edu/travel> and look under the "Open House 2007" tab. There you will find an agenda, contact information for each speaker and their power point presentations, including the TSA song so many of you enjoyed at the Open House.

More Travel News on Page 2...

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National Car Rental:

Local Changes...

Renting a car in Lansing just became a lot easier when using National Car Rental. National, because its location is no longer in the terminal of Capital City Airport is able to offer free parking to MSU renters. Their location is now at the entrance to Capital City Airport. In addition, National Car Rental will (with at least 2 hour notice) provide transportation from campus to their rental location at the Capital City Airport in order for MSU renters to pick up rental vehicles. Please call the Lansing location at 321-6777 to reserve a shuttle time.

National Car Rental Reservations should be made using our contract ID number 5001514 via telephone or on line at ctrl.msu.edu/travel. Please look under "Car Rental" for direct access to our National Car Rental micro-site.

Group Travel:

New Procedures to assist you...

The Group Travel program was developed out of a perceived need to create a mechanism to streamline the Group Travel Process. We are recommending that University departments utilize one of the Cluster Travel Agencies or our Authorized Group Travel Agency, Conlin Travel, for their group travel needs. By utilizing one of these 4 agencies, the department does not have to go through the RFP process with the MSU Purchasing Department when the total estimated costs are under \$25,000.00.

If an MSU department chooses to utilize another travel agency and the total estimated costs are over \$10,000.00, the department is required to follow the RFP process with the MSU Purchasing Department.

A new section has been added to the MSU Travel Office website that outlines the procedures and provides users with a Request for Quote form to be utilized when seeking competitive pricing.

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Michigan Flyer

Schedule Changes...

The Michigan Flyer Bus Service between East Lansing and Detroit Metropolitan Airport has added a stop in Ann Arbor. Effective October 1, the route will be East Lansing, Jackson, Ann Arbor, and Detroit Metro. The new stop is at the Four Points Sheraton at I-94, exit 177. There will no longer be a stop at the Sunoco Station on Dunckel Road.

Special introductory prices are in effect for travelers wishing to utilize the bus service between East Lansing and Ann Arbor, and Ann Arbor and Detroit Metropolitan Airport.

Get the new schedule and reservation information at www.michiganflyer.com, call 888-643-5937 (6 a.m. – 9:30 p.m. daily) or visit the MSU Travel Office website.

Continental Airlines

Returns to Lansing...

Beginning on May 4, 2008, Continental Airlines will begin service between Capital City Airport and Cleveland. Flight from Lansing will depart each day at 8:04 am, 1:01 pm, and 6:41 pm. Flights from Cleveland will depart each day at 11:31 am, 4:50 pm, and 8:45 pm.

Continental Airlines is the world's fifth largest airline. Continental and its subsidiaries provide more than 3,100 daily departures throughout the Americas, Europe, and Asia, serving 144 domestic and 138 international destinations. More than 400 additional points are served via Sky Team alliance airlines.

Passageways Travel:

FYI...

If you need assistance from a Passageways Travel, please note that their general email address has changed to msu@pways.com.