

TRAVERSING THE GLOBE

Volume 4, Issue 8

by Debbie Gulliver, University Travel Manager

December 2007

New For 2008:

Mileage Reimbursement Rate...

Effective January 1, 2008, the Michigan State University's mileage allowance will be increased from 48 cents per mile to 50 cents per mile. This adjustment is consistent with the University's past practice of making full cent adjustments to its mileage allowance based upon announced adjustments in the Internal Revenue Service's standard business mileage transportation allowance. This allowance is intended to cover the prorated cost of the vehicle, fuel, insurance and vehicle maintenance.

Domestic Meal Per Diems...

The MSU domestic meal per diems have been adjusted for 2008 to reflect changes in current meal costs experienced by business travelers nationwide. A separate table of the 2008 meal per diem rates will be posted on the Controller's Office website at <http://ctrl.msu.edu/travel>. These rates provide more accurate and equitable reimbursement to University travelers.

Miscellaneous Tips...

Michigan State University's miscellaneous tip allowance will be increased from \$2 per hotel stay to \$6 per hotel stay. This change takes effect January 1, 2008 for trips on or after that date. This adjustment reflects current and customary tipping practices of business travelers.

Please advise all faculty and staff of these changes effective January 1, 2008. Reference to the mileage allowance, 2008 domestic meal per diems, and miscellaneous tips, in the Manual of Business Procedures, Section 70, will be revised to reflect this change. You can access the Manual via the Controller's Office home page at: www.ctrl.msu.edu.

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.

Happy New Year!

And Thank You....

Your support of the Michigan State University Travel Program is greatly appreciated! I look forward to working with you and for you in 2008.

Detroit Metro Airport:

Parking Rates on the Rise...

Detroit Metropolitan Airport recently increased its parking rates for customers seeking convenience of parking closer to the terminal over price. Long term parking in the McNamara Terminal Parking Garage costs \$18/day compared with the \$10 rate it had when it opened in 2002. Rates at the other lots have increased also. The Big Blue Deck is now \$10/day, the yellow lot is \$9/day, and the green lot is \$10/day. Free shuttles connect all lots to both the McNamara Terminal and the Berry Terminal.

According to Detroit Metropolitan Airport officials, their long-term parking rates are in line with other airports. For example, the Phoenix airport charges \$20/day for long term parking.

However, consider this: Capital City Airport charges \$8/day long term parking. Because Michigan State University is a member of the Lansing Regional Business Travel Trust, our employees (You) have access to 50% discount coupons. Therefore, parking at the Lansing airport is an inexpensive alternative to driving and parking at Detroit Metro. When making your next travel plans, consider flying out of Lansing. Your total travel costs may be less because you did.

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Stricter Passport Laws:

The Deadline is just around the corner....

Starting Jan. 31, adult travelers re-entering the USA by land or via ferry or small boat must carry a passport or a government-issued photo ID plus proof of citizenship such as a birth or naturalization certificate. Children 18 and younger need only proof of citizenship. Cruise passengers are officially exempt, though cruise lines encourage passport use and already require photo ID and proof of citizenship.

The latest changes are part of the Western Hemisphere Travel Initiative, launched after 9/11. All U.S. travelers returning from Mexico, Canada and the Caribbean by air have had to carry passports since Jan. 23 — a requirement that sparked months-long processing delays earlier this year. Turnaround time for a standard passport is now four to six weeks and three weeks for an expedited version.

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!

Introductory Travel Procedures: Wednesday, February 27, 8:30 AM – 12 Noon

Advanced Travel Procedures: Wednesday, February 27, 1PM – 4:30 PM

Travel Savings: Tuesday, March 18, 8:30 AM – 12 Noon, in Room 216 Bessey Hall.

Please sign up through Human Resources Development to attend these informative classes.

Winter is here:

Be Prepared for Bad Weather...

Winter weather is here with the potential of making air travel challenging at best. A few precautionary measures can save you time, money, and frustration. 1. Register for flight updates on your airline's website for notifications from the airline of flight delays and cancellations. 2. Check the weather conditions for the dates you're planning to travel. As the day approaches, be aware of weather conditions. 3. Twenty four hours prior to departure, check in on-line for your flight(s). 4. On the date of departure, check the airport website for delays and cancellations, as well as closure of the airport. 5. Plan to carry on the basics to get you through the first 24 hours without your suitcase (Ex. Toiletries, underwear, socks). 6. Pack an unopened, non-liquid snack or two, just in case.

Enterprise Rent-A-Car:

Further savings for you...

Michigan State University has signed an agreement with Enterprise Rent-a-Car to supplement our current agreement with National Car Rental. Under this agreement, Enterprise offers our business travelers discounted rates which include damage waiver and liability coverage. Enterprise also offers leisure travelers discounted rental rates, but insurance is **not** included. MSU's account numbers are as follows:

For business rentals: XZ59002.

For personal rentals: XZ59003.

Please use these account numbers when making your reservations. A website is currently being developed so that you will be able to book directly from the University Travel Office website at <http://ctrl.msu.edu/travel>.

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. 2