

TRAVERSING THE GLOBE

Volume 5, Issue 1

by Debbie Gulliver, University Travel Manager

February 2008

Capital City Airport

50% Discount Parking...

As you may have noticed, the website flyLansing.com has changed recently. These renovations should make navigating the website easier and will allow the airport to offer more to travelers like you. Changes have been made to the process of registering on flyLansing.com and for obtaining 50% discount parking coupons. To join flyLansing.com, please follow these instructions:

1. Go to www.flyLansing.com
2. At the very top, choose "Become a Member".
3. On the Welcome screen, choose "register".
4. Please complete all fields on the Sign Up screen.
5. "Our Company or Organization or Association" is "michstu".
6. Click on "Sign Up".
5. Choose "Get your Discount Parking Coupons".
6. Click on the "Add New Coupon" button.
7. Type in traveler name, airline, departure date and return date.
8. Save.
9. Click on "View and Print".

If you are a member of flyLansing.com but are not a part of the Michigan State University group, please contact Atlas World Travel at 1-800-776-2852.

If you are already a member of flyLansing.com, please follow these instructions to get your 50% discount parking coupons:

1. Go to flyLansing.com
2. At the very top, choose "Login"
3. On the Welcome page, chose "log in".
4. Enter your email address and password; then click on "Login".
5. Choose "Get Your Discount Parking Coupons".
6. Click on the "Add New Coupon" button.
7. Fill in Name, Airline, Departure Date and Return Date.
8. Save.
9. Click on "View and Print".

New Look:

Travel Office Website gets makeover...

Have you been to the MSU Travel Office website lately? If you haven't, the address has changed and the look is all new. Please save the following to your "Favorites" so that you can quickly link onto the site: <http://ctrl.msu.edu/COTravel>.

While the site is organized a bit differently, everything that was there before the metamorphosis remains intact.

New Service...

Lansing to Ireland

Shamrock Express will offer non-stop flights between Lansing and Shannon, Ireland with airfare starting at \$798.00 plus tax per person. Other packages include motor coach tours, self-drive tours, and golf packages. For further information visit flyLansing.com, Shamrock-Express.com or call 1-800-648-1492.

Passageways Travel

After Hours...

If you require travel assistance after normal business hours and you purchased or wish to purchase an airline ticket through Passageways Travel, the contact information has changed. Please call (877) 272-2941. Our member ID is 9NO.

Also, if you require assistance with ResX, Passageways Travel's online booking tool, please contact their eServices Department at (866) 838-6182.

National Car Rental

Coupons...

The 2008 National Car Rental coupons have been posted for your use. The coupons include a 2 Car Class Upgrade and a \$15 Off Weekly Rental. Please take advantage of these and our discounts whenever you need to rent a car for business or pleasure. Access to the National Car Rental site and on line coupons is best attained through the University Travel Office website at <http://ctrl.msu.edu/COTravel>. Look for the Car Rental – National under the "Travel Programs" heading.

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Travel Vouchers...

Just a reminder...

When submitting an original Travel Voucher, please make sure that the Total in Section B, "Account(s) to be Charged", equals the "Total Claim". This will save our staff having to send back vouchers and expedite payments to your travelers.

Meal Per Diems...

Domestic rates updated...

The 2008 domestic meal per diem table has been posted on the University Travel Office website. Rates are effective for travel as of January 1, 2008. There have been a few changes in the Cities and Counties noted on the 2007 table.

U.S. Passport Card

New land border travel document...

U.S. citizens may begin applying in advance for the new U.S. Passport Card beginning February 1, 2008, in anticipation of land border travel document requirements. It is expected that cards will be available and mailed to applicants in spring 2008.

The passport card will facilitate entry and expedite document processing at U.S. land and sea ports-of-entry when arriving from Canada, Mexico, the Caribbean and Bermuda. **The card may not be used to travel by air.** It will otherwise carry the rights and privileges of the U.S. passport book and will be adjudicated to the exact same standards.

The card will have the same validity period as a passport book: 10 years for an adult, five for children 15 and younger. For adults who already have a passport book, they may apply for the card as a passport renewal and pay only \$20. First-time applicants will pay \$45 for adult cards and \$35 for children.

For further information about the U.S. Passport Card, please visit the U.S. Department of State website at <http://travel.state.gov/>.

Local Hotels...

2008 Updates

Please note that the "MSU Local Hotel and Motel Accommodations" page on the MSU Travel website has been updated with the 2008 rates. Please visit the Travel Office website to view a current hotel listing at: http://ctrl.msu.edu/COTravel/Hotels_MSULocal.aspx.

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.

Going Green...

Local hotel does its part.

The Lansing Quality Suites Hotel has asked me to let you know that they have earned Green Lodging Michigan (GLM) Steward certification from the Michigan Department of Labor & Economic Growth (DLEG).

Green Lodging Michigan (GLM) encourages hotels, resorts, motels, and bed & breakfast facilities to implement environmental initiatives and cost-saving 'green' practices to conserve energy, reduce water consumption, protect air quality, reduce waste, and participate in environmentally preferred purchasing.

The Lansing Quality Suites Hotel has implemented several environmental initiatives at the facility such as offering towel and linen reuse program to guests; using low VOC (volatile organic compounds that can be toxic and/or flammable) cleaning products and paints, and specifying that future equipment purchases be Energy Star qualified. The Quality Suites Hotel has also recently had an energy audit performed on the facility and is evaluating future energy conservation projects.

If you have visitors coming to Michigan State University, you may want to consider "going green".