

TRAVERSING THE GLOBE

Volume 5, Issue 4

by Debbie Gulliver, University Travel Manager

June 2008

Lansing's Airport...

Earns new status:

Capital City Airport has earned international status and has changed their name to Capital Region International Airport. This change reflects their new status as a port of entry into the United States. The airport will be headquarters to a new federal inspection station that will serve as the local headquarters and processing center for the U.S. Customs and Border Protection office of the Department of Homeland Security in Lansing.

For you, this means that when flying into Capital Region International Airport from a foreign destination, you will be processed by U.S. Customs in Lansing.

Local Hotel Offerings:

Specials this summer...

The **Candlewood Suites** is offering a summer "Stay and Play" package for \$69.00 per night. All guests become temporary members of the University Club during their stay allowing them access to their outdoor pool and Maui Beach grill. If the price of gasoline is keeping you home this summer, consider this alternative. Call 517-351-8181 for reservations.

The **B & B Wild Goose Inn** is offering a special rate of \$119.00 per night to those parents visiting Michigan State University for orientation. This is a great deal as this price includes free parking, homemade breakfast, and a beautifully decorated room complete with Jacuzzi and fireplace. Call 517-333-3334 for reservations.

Pro Flyer:

Pilot program offers faster TSA screening...

Detroit Metro Airport and Northwest Airlines have joined forces to offer MSU travelers free membership in an exclusive program which offers a dedicated security line on the main ticketing level of the Northwest WorldGateway. For more information and to join, please visit the following website:

<http://www.nwa.com/features/proflyer/>

Please direct any suggestions or comments to the University Travel Manager, Debbie Gulliver, at telephone (517) 355-0343, or email gulliver5@ctr.msu.edu or fax (517) 432-4656. 1

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

Year End Reminders:

Spend the extra time before submitting...

Year end is rapidly approaching and we're beginning to see that you know this too. As you are rushing to submit those vouchers, please check them over one last time before submitting. We are receiving an increased number of vouchers that haven't been approved, in which the total in Section B does not match the Total Claim or Limit, and conference agendas are missing.

Please note, the final date and time to submit voucher for fiscal year 2007 – 2008 is **Thursday, July 3, 2008 at 5PM.**

Baggage Fees:

Further increases by major airlines...

Recently, American Airlines announced that they would begin charging passengers for their first checked bag. The fee, \$15 for the first checked bag and \$25 for the second checked bag, became effective June 15. United Airlines and US Airways have followed suit. United Airlines' fee applies to tickets purchased on or after June 13, for travel on or after August 18, 2008. US Airways fee applies to travel on or after July 9, 2008. Both United Airlines and US Airways will charge \$15 for the first checked bag and \$25 for the second bag.

Limousines and the Michigan Flyer

MSU Faculty & Staff...

Voucher Processing has received a number of Direct Payment Vouchers requesting that we write checks directly to limousine vendors and Michigan Flyer. Please be aware that this is an out of pocket expense that will be reimbursed after travel has been completed. The traveler should complete a Travel Voucher and attach the original receipts for reimbursement.