

TRAVERSING THE GLOBE

Swine Flu Alert:

From the University Physician's Office...

As most of you know, there has been progression of Swine Influenza outbreak in the past few days, now involving at least 6 states, and significant outbreak with mortality in Mexico. It would be helpful if any of you have faculty or staff working in research in Mexico if we knew their names and locations, with contact information, if possible. Faculty does not always register with the Travelers Database, and sometimes it is difficult to find out an accurate census by country when there are health or safety emergencies. Thanks for your help.

Booking On-Line?

Come to class and learn how to use our Preferred Travel Agencies' tools...

Both Passageways Travel and Tower Travel Management are offering computer classes through Human Resource Development (HRD) providing hands on training on how to use Get There and ResX, the agencies' on-line booking tools. In addition, you will have the opportunity to see the MSU Travel Portal, which will be introduced later this year. When you attend this session, you will also be registered in the agency's database of authorized users.

Please note the location and time of the session you have selected. You will need your MSU net id and password to log into the computer at the lab where the class is held.

If your work location is off-campus and you do not have MSU Faculty and Staff parking sticker, you will need a temporary parking permit. You may request one from your department or contact Nancy in HRD so that you can pick one up before your class. (884-0169)

Please share this information with colleagues who may benefit from these programs and may not have attended the training yet.

Class sizes are limited, so please register early with Human Resources Development.

Class Schedules...

Register with Human Resources Development:

If you haven't had an opportunity to register and attend one or both new MSU Preferred Travel Agencies' training programs, here are the upcoming sessions.

MSU Preferred Travel Agencies: Processes, Procedures & Usage - Tower Travel Management [Enroll Online](#)

Start: Monday, May 04, 2009 at 2:30:00 PM
End: Monday, May 04, 2009 at 4:30:00 PM
Location: Bessey 214

MSU Preferred Travel Agencies: Processes, Procedures & Usage - Tower Travel Management [Enroll Online](#)

Start: Tuesday, May 05, 2009 at 10:00:00 AM
End: Tuesday, May 05, 2009 at 12:00:00 PM
Location: Bessey 214

MSU Preferred Travel Agencies: Processes, Procedures & Usage - Tower Travel Management [Enroll Online](#)

Start: Tuesday, May 05, 2009 at 2:30:00 PM
End: Tuesday, May 05, 2009 at 4:30:00 PM
Location: Bessey 214

MSU Preferred Travel Agencies: Processes, Procedures & Usage - Tower Travel Management [Enroll Online](#)

Start: Monday, May 11, 2009 at 2:30:00 PM
End: Monday, May 11, 2009 at 4:30:00 PM
Location: Case Hall 337

MSU Preferred Travel Agencies: Processes, Procedures & Usage - Tower Travel Management [Enroll Online](#)

Start: Tuesday, May 12, 2009 at 10:00:00 AM
End: Tuesday, May 12, 2009 at 12:00:00 PM
Location: Case Hall 337

MSU Preferred Travel Agencies: Processes, Procedures & Usage - Tower Travel Management [Enroll Online](#)

Start: Tuesday, May 12, 2009 at 2:30:00 PM
End: Tuesday, May 12, 2009 at 4:30:00 PM
Location: Case Hall 337

MSU Preferred Travel Agencies: Processes, Procedures & usage - Passageways Travel [Enroll Online](#)

Start: Thursday, May 14, 2009 at 2:30:00 PM
End: Thursday, May 14, 2009 at 4:30:00 PM
Location: Bessey Hall, Room 216

More Travel News on Page 2...

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

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MSU Travel Portal:

Status Report...

The MSU Travel Portal is under construction. Your patience is appreciated. Through Single Sign On, the Portal will offer an on-line database of electronic invoices issued by the Preferred Travel Agencies, access to both on-line booking tools (Get There and ResX), and much, much more.

Contest!

Tower Travel is offering...

As an incentive to utilize their services, Tower Travel Management will be holding a drawing for 2 sets of 2 round trip tickets valid for travel anywhere in the continental 48 states on United Airlines. Each reservation made (online or via telephone) from May 1 to June 30, 2009 will be entered into the drawing, which will occur in early July. Winners will be notified by Tower and in the next travel newsletter. Good luck!

Delta Air Lines:

Combining Miles...

Northwest Airlines and Delta Air Lines are currently on-track to integrate the WorldPerks and SkyMiles programs later this year. The exact timing of the integration will be shared with you in the next few months, but it is important to remember the following:

- Your miles are safe
- Your Elite status, Elite Qualifying Miles, and Elite Qualifying Segments are safe
- Your Elite status will continue to be recognized on both Northwest and Delta
- Your lounge memberships are safe and will be honored

You can link WorldPerks and SkyMiles accounts and transfer miles between programs at <http://nwworld.com/WORT00C7829187B6B81692CB7D4A50>

Get There:

Clarifications for Travel Arrangers...

Recently, Get There, Tower Travel Management on-line booking tool, was made available to the campus community. If you have a direct bill profile or authorization, you have access to this robust travel system.

To log into Get There, use your MSU e-mail address as your User Name. The first time you log into Get There, your password will be **travel**. Once you log in to the system, you will be asked to change your profile.

Questions have arisen regarding access to travelers' profiles for the purpose of booking their travel. Tower Travel has provided a quick reference guide which is posted on the Travel Office website at <http://ctrl.msu.edu/download/travel/GetThereforTravelArrangersQuickRefGd.pdf>.

Here are some things to remember:

1. How do I add a traveler to my travelers?

Click Add/Remove Travelers on the My Travelers page. The "People Who Allow Me to Arrange Their Travel" page displays. You can also access this page by clicking the "My Travelers" section in your Compass profile.

Click Add a Traveler and search for the traveler's name.

Click Add for the traveler's name you want to add to your list of travelers.

2. How do I remove a traveler?

Click Add/Remove Travelers on the My Travelers page. The "People Who Allow Me to Arrange Their Travel" page displays.

Click Remove next to the traveler's name you want to remove from the list.

3. How do I book for a Traveler or Myself?

From the My Travelers page, click on the traveler's name, or your name.

Use the Traveler's tab to book trips for the elected traveler, and have one click access to all trips, templates, and profiles.

More Travel News on Page 3...

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More News from Delta:

Consolidation...

Delta has begun the process of consolidating Delta and Northwest airport operation facilities into one, including check-in areas, gate areas and terminals. Rebranding airports currently branded as Northwest began in late 2008 and will continue throughout 2009. All domestic airports are expected to be complete in 2009, and all airports worldwide will be complete in 2010. You may already notice changes in Detroit, Minneapolis, and Memphis.

Customers traveling on Delta or-Northwest-operated flights should continue to check in and check baggage with the carrier operating their flight just as they have always done. Each airport location will feature signage as needed to direct your travelers to new or changed check-in locations, in addition to information made available on boarding passes and at delta.com and nwa.com.

New international baggage fees...

Delta Air Lines announced that effective April 21, 2009, for international economy class travel beginning July 1, 2009, customers will be charged a \$50 fee to check a second bag. The initiative is one of a series of initiatives that Delta is implementing to increase revenues, reduce costs and preserve liquidity in response to the global recession.

The fee will be applicable for anyone who purchases an economy class ticket on or after April 21, 2009, for travel on or after July 1, 2009.

Certain exemptions to the new policy will apply, including First and Business Class customers; SkyMiles/WorldPerks Elite members (Executive/Platinum/Gold/Silver, including Flying Colonels); active duty military members traveling on orders; customers who purchased tickets prior to April 21, 2009 and customers who are confirmed on a Full Y class economy ticket.

Delta Air Lines is not the first to charge for a second checked international bag. British Airways charges economy class customers a fee to check a second bag on certain international routes.

From Candlewood:

Happy Fiscal Year End!!!

With 4th quarter well on the way, it is time to think about next year, and Candlewood Suites is here to help with the summer economic stimulus plan.

Book any room during the summer semesters and receive a special rate of \$79.00 for a studio Suite and \$99.00 for a one-bedroom suite.

Just ask for the Summer Stimulus Rate.

*Subject to availability

Don't forget these other great amenities.....

- Shuttle Service (Monday-Friday 8:00-5:00)
- On-site dining-Breakfast, Lunch and Dinner (all charges can be billed back to the room)
- Temporary Membership to the University Club
- Rates available for MSU Personal Use
- Priority Club Points

For Reservations, contact the Candlewood Suites

3545 Forest Rd Lansing, Mi 48910 517-351-8181

University Quality Inn:

Special Announcement...

The University Quality Inn has recently undergone a change in Ownership and Management, the hotel has completed a one million dollar renovation and has plans for further improvements in 2009.

The University Quality Inn is conveniently located right off US-127 near Frandor, minutes from downtown Lansing and MSU and within walking distance of 14 restaurants and 70 stores.

University Quality Inn offers rooms that are spacious, a courtyard where you can enjoy the hotel lounge, our LARGE indoor pool, hot tub and fitness center.

Just mention the special rate code – MSU and receive 15% off your stay.