

TRAVERSING THE GLOBE

Homeland Security:

Updated U.S. Entry Requirements...

All U.S. citizens must show **proof of identity** and **proof of U.S. citizenship** when entering the United States from Canada, Mexico, Bermuda and the countries of the Caribbean by land or sea.

On **June 1, 2009**, the U.S. government implemented the full requirements of the land and sea phase of Western Hemisphere Travel Initiative. This rule requires most U.S. citizens entering the United States at sea or land ports of entry to have a passport, passport card, or [other travel document approved by the Department of Homeland Security](#).

U.S. Passport: U.S. citizens may present a valid U.S. passport to enter or re-enter the United States when traveling via air, land or sea from Canada, Mexico, the Caribbean region, and Bermuda.

The U.S. Passport Card: The passport card is only valid for re-entry into the United States at land border crossings and sea ports-of-entry from Canada, Mexico, the Caribbean region, and Bermuda.

WHTI-Compliant Travel Documents for U.S. citizen travel via land or sea, as of January 31, 2008:

Trusted Traveler Cards (NEXUS, SENTRI, or FAST)

- State Issued Enhanced Driver's License (when available)
- Enhanced Tribal Cards (when available)
- U.S. Military Identification with Military Travel Orders
- U.S. Merchant Mariner Document when traveling in conjunction with official maritime business
- Native American Tribal Photo Identification Card
- Form I-872 American Indian Card

For further information see U.S. Customs and Border Protection's website [Ready, Set...Go!](#)

Direct Billing...

Assure that Charges are Correct.

Direct billing of airfare/rail may be done through Michigan State University's Preferred Travel Agencies, Tower Travel Management and Passageways Travel. Direct Billing allows the MSU traveler and/or traveler to bill the cost of airline or rail tickets and the associated service fees to MSU account numbers.

When providing MSU unit codes and account numbers, please be sure that you are providing accurate information. By doing so, you are ensuring that electronic invoices match the fund ledgers.

If there are discrepancies, it will be the MSU department's responsibility to correct either directly with the Preferred Travel Agency prior to the MSU account being billed or through the eJVE system after the fact. Electronic invoices may not be reissued to reflect corrections in account numbers and unit codes.

Reminder...

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!

Save the Date:

Traveler Arrangers...

The Annual Travel Arrangers' Open House at the James B. Henry Center for Executive Development has been scheduled for Tuesday, September 29, 2009. This year, the program is being revamped to empower MSU Travel Arrangers with the tools they need to be successful. Stay tuned for further details...

More Travel News on Page 2...

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Safe Computing:

Travel Guidelines for Computers...

The Network Communications CAFÉ has worked with various MSU offices to develop a checklist for safe computing for travelers. This checklist is now available on the Libraries, Computing & Technology (LCT) website at:

<http://computing.msu.edu/facultystaff/documents/TravelGuidelinesChecklist.pdf>.

For further guidance, please contact your unit's IT support staff, or if none are available, contact the ATS Help Desk with questions about technical issues.

Michigan Flyer:

A Message to MSU travelers...

The Michigan Flyer is a luxury motor coach providing service between East Lansing and Detroit Metro Airport (DTW). The motor coach drops off and picks up at both airport terminals in DTW – with 8 daily departures - 365 days a year. The East Lansing pickup location and Michigan Flyer office is located one block north of Michigan State University Campus in the heart of East Lansing, (333 Albert Street, within the East Lansing Marriott Hotel complex).

Michigan Flyer is proud to “Go Green” with an entire fleet of all new 2008-2009/ 51 passenger motor coaches that are equipped with the latest emissions-lowering technology. The motor coaches also provide a host of on-board amenities such as free WIFI, 110v power outlets, XM Radio channels and complementary bottled water. Because the Michigan Flyer service removes hundreds of vehicles from our highway daily, MSU riders are making a significant contribution towards protecting our fragile environment, achieving our long-term goal of energy independence, and promoting highway safety.

Michigan Flyer has now surpassed the 200,000th passenger count and is grateful to MSU students, faculty, staff and their families for continued support of this needed service. The original 2006 tariff remain intact for all advance purchase round trip fares. Round trip rates are; \$50 single, \$80 double and \$100 for a family. Please check the website- www.michiganflyer.com for complete schedule information, how to find us at the airport and to make your online reservations 24/7.

Please direct any suggestions or comments to the University Travel Manager, Debbie Gulliver, at telephone (517) 355-0343, or email gullive5@ctr.msu.edu or fax (517) 432-4656. 2

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

From Motor Pool...

Consider the advantages of renting a vehicle from Transportation Services:

1. Easy to reserve on campus (517-353-5280) with a wide variety of vehicle types available, i.e. standard sedans, sedan hybrids, compact sedans, mini vans 7 and 8 passenger, full size 8 passenger vans, pickup trucks, and SUV's.
2. Saves your department money and the wear and tear on personal vehicles. The reimbursement for using a personal vehicle for business is \$.55 per mile and is often more costly than renting from Transportation Services.
3. Fuel is included in the rental rate and is conveniently available on campus at the Service Garage or can be purchased off campus while on the road using a fuel card provided in each vehicle.
4. Direct billing to your department using an authorized account number. Eliminate the hassle of using your personal credit card (required with off campus vendors), and having to wait for a reimbursement for rental fees, taxes, additional fees, and fuel purchases.
5. Conveniently located on main campus at Central Services Building with plenty of parking available.

In addition to daily vehicle rentals, Transportation Services offers many other services including: long term vehicle leases, charter busing, bike rentals and repairs, and full service vehicle repair for MSU vehicles needing maintenance.

For current rates and information check out the Transportation Services website at:
<http://transportation.msu.edu/>

Wild Goose Inn:

Parent's Orientation Rate...

For the summer of 2009, the Wild Goose Inn will also provide our future Spartans a special "Parent's Orientation Rate" of \$99 per night, including a full breakfast.

The special Michigan State University Weekday Rate (Sunday through Thursday) is \$99 per night including a full breakfast for two. This rate is available when the reservation is made by any Michigan State department for any university related business. The Wild Goose Inn will direct bill the individual department for all charges incurred.