

Travel *at* State



TIP OF THE WEEK

RESERVING AND PAYING FOR TRAVEL

TRAVEL.MSU.EDU



CONFERENCE REGISTRATION FEES

MSU Units may use their Purchasing Cards when paying conference fees.

PREPAYMENT

Charge the cost of airfare and rail directly to MSU departmental accounts through Conlin Travel or Concur. To prepay Michigan Flyer tickets, go to MichiganFlyer.com

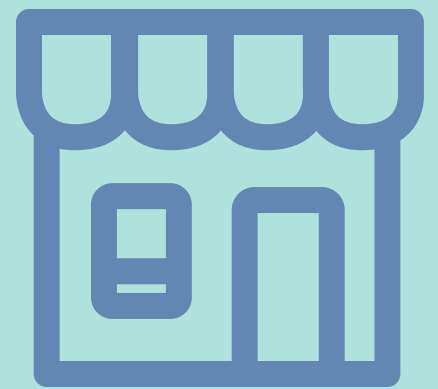


CORPORATE TRAVEL CREDIT CARD

Employees who travel at least once per year are eligible to apply for a Corporate Travel Credit Card.

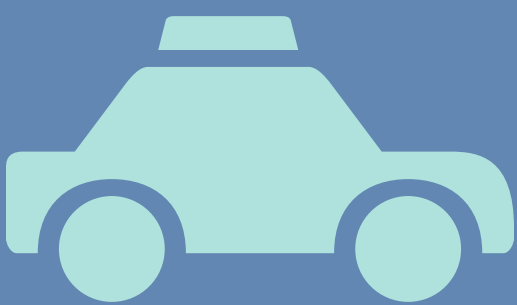
HOTEL DISCOUNTS

Book through Conlin Travel or Concur and access MSU negotiated hotel discounts.



CAR RENTAL

Book National and Enterprise to receive discounts that include liability and loss damage waiver insurance.



GETTING STARTED

- Go to travel.msu.edu
- Find "Travel Process"
- Choose "Booking and Paying for Travel"
- To book travel: click on "Book Now"

