

Travel *at* State

TIP OF THE WEEK

Build Travel Profile

TRAVEL.MSU.EDU

WHY CREATE A PROFILE?



- Access air, hotel & car rental discounts
- Earn and keep frequent traveler points
- Find unused tickets in profile for future use
- Known traveler numbers (KTN) added to air reservations

PREPAYMENT

- Charge airfare and rail to MSU departmental accounts
- To prepay Michigan Flyer tickets, contact them directly.



GET THE SUPPORT YOU NEED



MSU Preferred Travel Agencies provide full support before, during, and after travel has taken place.

ELECTRONIC RECEIPTS

Easy access to electronic receipts when travel is booked through Concur and/or a Conlin Travel Agent.



UPDATE YOUR TRAVEL PROFILE



Update your profile with:

- Credit card #'s and expiration dates
- Known traveler numbers (KTN)
- Frequent traveler programs
- Your preferences

GETTING STARTED

- Go to travel.msu.edu
- Select "Build Travel Profile"
- Complete your profile
- Register for E-receipts

