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"