Onboarding for New Travel Arrangers

Travel Arranger's Education Day 2017
Debbie Gulliver
Onboarding for New Travel Arrangers

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Debbie Gulliver
Welcome to Travel at State

Everything you need to know to travel the Spartan way!
Build Your Travel Profile

• Complete required fields
• Add frequent traveler programs
• Register for e-receipt participation

travel.msu.edu → Build Travel Profile
Pre-Trip Authorization

Notify MSU that you are traveling

travel.msu.edu ➔ Getting Reimbursed ➔ Forms for MSU Travel ➔ Pre-Trip Authorization
Booking and Paying for Travel

- Book your trip through a preferred travel agency
- Charge air and rail to an MSU account number
Agencies

- Conlin Travel
  - Business Travel

- STA Travel
  - Study Abroad/Away

- Anthony Travel
  - Athletics use only
Hello, Deborah

TRIP SEARCH

Mixed Flight/Train Search

From:
LAN - Lansing Apt - Lansing, MI

To:

Search

Show More

Or, tell us in your words what you want to do:
e.g. Flight from New York to Paris on Tuesday

Search

MY TRIPS (1)

January 22-23
MSU Travel Arranger Education Day

Supported by Conlin Travel
Ground Transportation

• Michigan Flyer
• University Vehicles
• Car Rental - Enterprise & National
• Taxi/Car Service/Ride Share
• Detroit Metro Parking Programs
Hotels

Negotiated hotel discounts apply to all MSU reimbursed business travel and most personal travel

travel.msu.edu ➔ Travel Partners ➔ Hotel & Housing
Preparing for Travel

- Research your destination
- International entrance and exit requirements
- Vaccinations
- Prescriptions
- Travel registry
Policies and Procedures

- MSU Manual of Business Procedures
  - Section 70: Travel Policies and Procedures
  - Updated with Current Trends & Practices
ListServ

Sign up to receive important travel news and updates

travel.msu.edu → Education → University ListServ Signup
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