

Department Of Mathematics Travel Tips

MSU Travel Policies apply to all faculty, staff, students, and guests traveling on behalf of university business. Policy details and travel processes can be found on the [Travel@State website](#). For Mathematics travel questions & assistance, please reach out to Laura Willoughby (willou19@msu.edu or 517-432-8431)

Concur Profile Setup

MSU uses the SAP Concur system within EBS for managing business travel. Employees can access their Concur profiles through EBS via the Travel and Expense tile; once in Concur the Profile icon in the upper right can be selected to access the Profile Settings link.

1. Under the left column, Your Information section, review and verify Personal Information. Feel free to update travel preferences and input your personal frequent flyer information.

Travel Requests

A Travel Request is submitted in order to receive authorization to conduct business travel on behalf of MSU.

Request approval is required **prior** to any business travel to ensure proper liability and insurance coverage.

Approved requests are also needed before reimbursement expense reports can be initiated.

Travelers need to initiate their own request. In the Request/Trip Name – format as:

LastNameFirstInitial_DestinationCity/State/Country/FirstDateOfTravel

For Visitors, please reach out to Sabrina Walton. You will need to complete a visitor form and then she will handle submitting the travel request and reimbursement for the visitor.

For questions about submitting requests, please reach out to Laura Willoughby at willou19@msu.edu.

Submitting a Travel Request Guide:

[bookingtravelforemployeesandguests.pdf](#)

It is highly recommended that you book through MSU's preferred travel agency, Christopherson. This will allow for lower prices under university strategic contracts, many direct billing options (you aren't responsible for carrying the costs, it's covered by the university), 24/7 agent assistance- before, during, and after travel, just to name a few!

Christopherson Travel Contact:

- Inside US: 1-800-509-7081
- Outside US: 1-801-695-9278
- msutrail@cbtravel.com

Christopherson can help with direct billing of **Flight and Train tickets** using an MSU account number, as well as help with booking **lodging reservations and car rentals** using your personal payment card.

Conference registration fees should be paid using the department PCard. Please see Laura Willoughby for more information.

- **Adding Personal Time/ Indirect Routing:** MSU allows for reimbursement of travel costs up to a day directly before/ after your conference/ business meeting. If extending your trip or taking an indirect route, or involving personal travel in to your itinerary, you will need to obtain a comparable quote at the time of booking to show the cost of the actual business travel time-frame/ route eligible for reimbursement. Failure to obtain a written quote via Concur or MSU's Preferred Travel Agency at the time of purchase will result in a limit of 50% of airfare reimbursement.
- **Room-Sharing:** MSU faculty & staff are prohibited from sharing rooms with students or subordinates. Budgetary considerations do not take precedence over this policy, and individual rooms are to be provided without reprisal.
- **Bookings/ Payments Out of Pocket:**
 - *Airfare*= grant funding flight must comply w/ [Fly America Act](#), there are restrictions on the allowable seating level
 - *Using your personal vehicle*= Mileage, \$500.00 max reimbursement per trip total. Use the Mileage Calculator tool in [Concur](#) to calculate miles driven.
 - *Vehicle rentals*= business use only, standard size or smaller, CDW/LDW insurance only paid for internationally, fuel only by gallons (not full tank)
 - *Lodging*= Select reasonably priced lodging w/o cancellation penalties. International & OCONUS (outside continuous 48 US) limited to US Department of Defense rates
 - *Meals*= MSU follows rates set by the US General Services Administration, as determined by lodging location, up to 75% for first/ last day of travel. Conference provide meals must be excluded from the M&IE request. Alcohol will not be reimbursed.

Travel Expenses

Travel expense reimbursement requests must be submitted within 90 days of your return. Travel cannot be reimbursed if the expense report is submitted past the 90-day mark.

Receipts must clearly show itemized amounts, dates, vendor, and expense total.

- *Airfare should also include*= traveler's name, amount paid, ticket/ confirmation number, issuing airline/ website provider, class of service, origin and destination, dates of travel, flight numbers, and airline operating the flights
- *Lodging should also include*= traveler's name, hotel name and address, check-in and check-out dates or dates of stay, and total paid.

Conference agendas will also need to be included on the Expense Report in Concur when applicable.

Travelers should initiate their own expense reports and must be submitted within 90 days of your return.

Travel Recourses and Training Guides:

<http://ctrl.msu.edu/COTravelNew/Guides.aspx>

Travel Reimbursement Chart:

<https://ctrl.msu.edu/COTravelNew/ReimbursementChart.aspx>

MI&E Expense Rates

<http://ctrl.msu.edu/COTravelNew/MealAndIncidentalExpenseRates.aspx>

FAQs

<http://ctrl.msu.edu/COTravelNew/FrequentlyAskedQuestions.aspx>