

IBIO Travel Tips

MSU Travel Policies apply to all faculty, staff, students, and guests traveling on behalf of university business. Policy details and travel process can be found on the [Travel@State website](#). For IBIO travel questions & assistance, please reach out to Janet Hershberger (jroe@msu.edu or 517-432-9817)

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. Travelers will need setup their profiles to assign Arrangers/ Delegates before IBIO staff can access and assist.

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.
2. Under the Travel Settings section, select Assistants/Arrangers, +Add an Assistant, Input jroe@msu.edu to locate Janet Hershberger, check “Can book travel for me” and save
3. Under the Request Settings section, select Request Delegates, use the Add button to add Janet then check the Can Prepare | Can Submit Requests | Can View Receipts | Received Emails. Add and Save.
4. Under the Expense Settings section, select Expense Delegates, use the Add button to add Janet then check the Can Prepare | Can Submit Requests | Can View Receipts | Received Emails. Add and Save.

Travel Requests

A Travel Request is the mechanism in Concur used for receiving authorization to conduct business travel on MSU’s behalf. Request approval is required prior to any business travel to ensure proper liability and insurance coverage. This includes field trips, traveling to obtain lab supplies, conferences, research, etc. Approved requests are also needed before reimbursement expense reports can be initiated.

Travelers can initiate their own request, or Janet can assist in Concur as delegate. For assistance with submitting requests, please reach out **at least one week prior to travel/ two weeks for international** with the following details: traveler’s names, dates of travel, destination, account number, and business purpose.

Travel Request Information:

<https://travel.msu.edu/education/reference-library>

Under “Requests,” “Manage Employee Requests,” “Create Request.”

Booking Travel

It is highly recommended that you book through MSU’s preferred travel agency, Christopherson Travel. 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

- Inside the United States: [+1-800-509-7081](tel:+18005097081)
- Outside the United States: [+1-801-695-9278](tel:+18016959278)
- msuttravel@cbtravel.com (emails monitored M-F 8 AM-8 PM ET)

Christopherson can help with direct billing **flight & train tickets** using an MSU account number; they can also help with booking **lodging reservations & car rentals** using your personal payment card.

Conference registration fees can be paid for using your personal payment card or with a university pcard. If you or your faculty advisor do not have one, please contact Janet for assistance.

When planning travel be mindful of these travel policies:

- **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, you will need to obtain a comparable quote at the time of booking to show the cost of the actual business travel timeframe/ 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
<http://ctrl.msu.edu/COTravelNew/ReimbursementChart.aspx#Transportation>
 - *Using your personal vehicle*= [Mileage](#), \$500.00 max reimbursement
 - *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 can initiate their own expense reports or Janet can assist in Concur as delegate, with final submission completed by traveler. Must be submitted within 90 days of your return.

Travel Request Quick Reference:

<https://travel.msu.edu/education/reference-library> Under “Expenses,” “Expense Quick Reference Card.”

Travel Reimbursement Chart:

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