

Travel at MSU

Hello,

This document is aimed at helping you navigate basic travel and reimbursement requirements that MSU has established. This list is just a guide and may change with little to no notice due to MSU changing travel policies and is not a full travel policy list. Please review [The Manual of Business Procedures](#) and [The Office of the Controller](#) travel sections to ensure that you are following all current travel policies.

The EES office staff can answer any questions that you may have regarding any of the below topics.

- No travel may take place until after a Travel Request has been approved in Concur. Please keep in mind that MSU only allows you to be reimbursed for the day before and the day after a valid business trip.
- Any air travel that has personal travel linked to it must have a quote from Conlin (MSU's approved travel agency) attached to the reimbursement/expense report.
- Please make sure that you have an account number available for reimbursement. Grad students will need to speak with their advisors about funding. There are several travel awards available, however the award needs to be secured before travel.
- Flights can be purchased through Conlin (MSU's Travel Agency).
- Conference Fees can be paid via procurement card. See department staff for help.
- Please save all itemized receipts that you need to be reimbursed for, with the following exceptions:
 - Meal receipts should not be turned in as per diem will be assigned based on your lodging location for that night.
 - Gas receipts for your personal vehicle usage should not be submitted as mileage will be assigned based on the Concur calculator. Gas receipts for a rental car are allowed.
- Your Expense report for reimbursement must be submitted no later than 90 days after returning from travel.

Reimbursement rules are available at: <http://ctrl.msu.edu/COTravelNew/ReimbursementChart.aspx>

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