

MICHIGAN STATE UNIVERSITY

TRAVELER'S CHECKLIST

CONGRATUATIONS ON YOUR GRANT AWARD! PLEASE CAREFULLY READ THE FOLLOWING PROCEDURE TO ENSURE FULL REIMBURSEMENT OF YOUR EXPENSES.

Pre-Departure

- ❑ **Conference/Workshop Registration:** Register for the conference and make sure to keep ALL receipts and conference program for full reimbursement.
- ❑ **Airfare:** Please make your travel arrangements soon. Please note that for international travel, federal regulations require the use of U.S. carrier whenever/wherever available *regardless of cost*. If a U.S. carrier is NOT available to your final destination, then grantees are required to use U.S. carrier up to the closest point to destination; and again, *regardless of cost*. To comply with federal regulations, all international travel must be pre-approved by our department at least 45 days prior to departure. For this, please submit your **complete** flight itinerary (i.e., all details for arrival/departure for each leg of your trip) to MSU-CIBER.
- ❑ **Travel Pre-authorization:** After you get the airline ticket information with the invoice number, contact your Department Office to prepare your travel authorization. Alternately, you may complete the authorization yourself (<http://www.ctrl.msu.edu/download/forms/TVLExpenseWkst.xls>). **Be sure to route the paperwork through Irem Kiyak for account number and signature.**
- ❑ **Per Diem Reimbursement:** Check the MSU per diem reimbursement rates at <http://www.ctrl.msu.edu/COTravel/> so that you are aware of the federal limits for your destination city(ies).



The Eli Broad College of Business

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(MSU-CIBER)

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During Your Travel

- ❑ **KEEP** all receipts that you submit for reimbursement, including the ORIGINAL AIRLINE TICKET STUB and the ORIGINAL TRAVEL INVOICE/ITINERARY and any transportation and/or parking receipts. You must also keep a copy of the **conference or workshop program/agenda**.

Travel Aftermath

- ❑ **Complete** the travel reimbursement form at <http://www.ctrl.msu.edu/download/forms/TVLExpenseWkst.xls> and attach your signed travel authorization with all of your original receipts including the ORIGINAL AIRLINE TICKET STUB and the ORIGINAL TRAVEL INVOICE/ITINERARY and **conference or workshop program/agenda within two weeks of your return**. The completed paperwork should be routed to Irem Kiyak for signature. You can also have your department secretary do this.