MSU Travel Expense as of 12/31/2015

Total Travel Expenditures

- Millions
- Thousands
- Total MSU Spend

FY06 FY07 FY08 FY09 FY10 FY11 FY12 FY13 FY14 FY15 FY16

$6.0M $6.7M $7.4M $6.8M $6.9M $8.1M $7.7M $9.0M $9.0M $11.6M

$6.2M

2.8% 3.0% 2.9% 2.6% 2.8% 2.9% 3.1% 3.2% 3.2%

$0 $500 $1,000 $1,500 $2,000 $2,500

$0 $5,000 $10,000 $15,000 $20,000 $25,000 $30,000 $35,000 $40,000 $45,000 $50,000 $55,000 $60,000 $65,000 $70,000 $75,000

Relocation
MSU Travel Expense as of 12/31/2015

Total Travel Expenditures

- In State
- Out of State
- Relocation
- Motor Pool
- Interview
- International
- Athletic Teams
- Conf. Fees
FY2015 Direct Billing by Month

Total Spend = $11,316,505
Total Transactions = 18,209
FY2015 Direct Bill Travel

Most Direct Bill by Responsibility Center

Total Spend = $11,316,504
Total Transactions = 18,209
FY2015 Direct Bill Spend by Travel Type

- **AIR/RAIL**: $10,162,577, 85%
- **LODGING**: $1,571,646, 13%
- **GROUND**: $290,854, 2%

Total Spend = $11,316,504
Total Transactions = 18,209
FY2015 Direct Billing: Domestic vs. International

- Domestic: $6,516,861
- International: $4,799,643

Total Spend = $11,316,505
Total Transactions = 18,209
- Domestic = 13,977
- International = 4,232
Airline Contract Savings

1. **Delta Air Lines** – Discounts applied to airfare booked directly with Conlin and Anthony Travel and on the MSU/Delta microsite

2. **United Airlines** – Discounts applied to airfare booked directly with Conlin and Anthony Travel
Delta Air Lines:
FY15 Realized Savings = $1,182,270
2015 United Airlines Savings

Corporate Flown Revenue
All Markets with Savings

Company Name: Michigan State University
UCS Company ID: 3524
Start Date: 01-Jan-2015
End Date: 31-Dec-2015

Summary Flown Passengers & Revenue

<table>
<thead>
<tr>
<th></th>
<th>Passengers</th>
<th>Revenue</th>
<th>Avg Fare</th>
<th>Yield</th>
<th>Savings</th>
<th>Pct Ttl Spend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top 20 Markets</td>
<td>573</td>
<td>$164,496</td>
<td>$287</td>
<td>0.31</td>
<td>$3,357</td>
<td>22%</td>
</tr>
<tr>
<td>All Other Markets</td>
<td>1,972</td>
<td>$592,654</td>
<td>$301</td>
<td>0.19</td>
<td>$12,095</td>
<td>78%</td>
</tr>
<tr>
<td>Total</td>
<td>2,545</td>
<td>$757,150</td>
<td>$298</td>
<td>0.20</td>
<td>$15,452</td>
<td>100%</td>
</tr>
</tbody>
</table>
Ground Transportation

Policies:

• Standard size car rental
• Additional insurance is not reimbursable unless renting outside the U.S.
• Renters refuel rental car prior to returning
• GPS fees are not reimbursable
Ground Transportation (cont’d)

Programs:
- MSU Motor Pool
- National Car Rental
- Enterprise Rent A Car
- Michigan Flyer
Ground Transportation (cont’d)

Benefits:
• Car rental programs available for business or personal travel
• Renters may:
  – Join frequent renter clubs at no additional cost
  – Online Coupons
  – Earn free rental days
  – Receive electronic receipts from rental agencies
• One-way rental contracted rates between Lansing and Detroit, and Lansing and Grand Rapids
Car Rental vs. Personal Vehicle

### Current Rental Data

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Miles Driven</td>
<td>791,578</td>
</tr>
<tr>
<td>Rental Days</td>
<td>4,342</td>
</tr>
<tr>
<td>Average Miles per day</td>
<td>182</td>
</tr>
<tr>
<td>Total After Tax Charges</td>
<td>$188,958</td>
</tr>
<tr>
<td>Gas Price</td>
<td>$2.25</td>
</tr>
<tr>
<td>Gas Expense</td>
<td>$55,657.83</td>
</tr>
<tr>
<td>Total</td>
<td>$244,615.83</td>
</tr>
</tbody>
</table>

### Savings Analysis

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Expense if Reimbursed</td>
<td>$455,157.35</td>
</tr>
<tr>
<td>Total Expense After Rental and Gas</td>
<td>$244,615.83</td>
</tr>
<tr>
<td>Savings $</td>
<td>$210,541.52</td>
</tr>
<tr>
<td>Savings %</td>
<td>46.26%</td>
</tr>
</tbody>
</table>

### Cost Per Mile

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>$0.31</td>
</tr>
</tbody>
</table>
2015 Car Rental Contract Savings

MSU Business and personal car rentals utilizing Enterprise/National contract. Additional savings realized in insurance inclusions in our daily rates.

<table>
<thead>
<tr>
<th>UNITED STATES</th>
<th>#</th>
<th>Rental Days</th>
<th>Avg Cost/Day</th>
<th>Total Avg Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enterprise/National</td>
<td>8,703</td>
<td>34,076</td>
<td>$34.56</td>
<td>$1,177,744.03</td>
</tr>
<tr>
<td>Travel Industry Avg.</td>
<td></td>
<td></td>
<td>$46.89</td>
<td>$1,597,823.64</td>
</tr>
<tr>
<td><strong>Savings:</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$420,079.61</strong></td>
</tr>
</tbody>
</table>
2015 MSU Rental Activity
Lodging

Policies:

• Best Available Rate or Run of the House room rates
• Lodging per diems applicable to travel outside the Contiguous United States
• Room guarantees, deposits, and cancellations are the traveler’s responsibility
Lodging (cont’d)

**Programs:**
- Local Hotels
- Major Hotel Chains

**Savings:**
For Traveler:
- Join Preferred Guest programs at no additional cost
- Earn free lodging days
- Receive electronic receipts via Concur
Creating Additional Savings:

• Shared rooming
• Teleconferencing
• Need evaluation
• Caps/budgets on trip or annual travel budget
Meals & Incidentals (M&IE)

Policies:
• Travel begins/ends at place of employment – where work is accomplished
• M&IE per diems based upon U.S. Federal Government evaluation of areas & determination of rates.
• Dates of departure/return ~ prorated reimbursement
• Proof of Lodging is required to be reimbursed M&IE
• Travelers are reimbursed the applicable M&IE rate versus actual expense
• Meals included in and provided by conferences are not reimbursable
Programs:
- CONUS- Continental United States
- OCONUS – Outside Continental United States
- International

Savings:
- Rates are predetermined and traveler may not claim actual unless lower than per diem rate and submits receipts
- Receipts are not required
Biggest Area of Concern: Traveler Safety

Duty of Care is the university’s moral, legal, and financial responsibility to protect its employees from foreseeable risk.

It all begins with Travel Authorization.
Travel Authorization = Pre-trip Approval

1. Must be completed and approved prior to departure and should be completed and approved prior to any travel or associated reservations/payments being made.
2. Applicable to all employees, nonemployees, graduate students, undergraduate students, invited guests, anyone asked to travel by MSU.
3. Applicable to local, in-state, domestic, international travel
4. On campus travel is exempt
5. Pre-trip approval does not authorize travel related to Outside Work for Pay
6. Sabbatical leave travel may be approved if a travel plan related to the sabbatical leave assignment has been submitted and approved.
Biggest Area of Concern: Traveler Safety

Prior to departure, MSU has responsibility for providing the following to travelers:

1. Destination information, entry/exit requirements, health and safety risks, destination sourcing materials so travelers can become versed in their destinations
2. Local consulate details to international travelers
3. Provide international medical insurance (including medical, travel and security assistance) contact and policy information to international travelers (LINK: www.geoblue.com)
4. MSU Travel Accident Insurance is provided to all MSU travelers as long as there is proof they are on approved university travel
5. Health insurance contact details and policy numbers
MSU Travelers Want/Need...

1. Permission to represent Michigan State University
2. Permission to spend University funds
3. Permission to be away from day to day responsibilities associated with university position
4. In accordance with Federal/State contract and grant requirements.
5. Permission for and access to MSU Motor Pool vehicles (http://ipf.msu.edu/about/departments/transportation.html)
6. Registration of international travel in Travelers Abroad Database