

Financial Administrator Development Program

Procurement of Travel at Michigan State University

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Outline

- Travel at MSU
- Travel Spending at MSU Overview
- Direct Billing vs Reimbursement
- Travel Spending Detail
- Travel Safety – Duty of Care

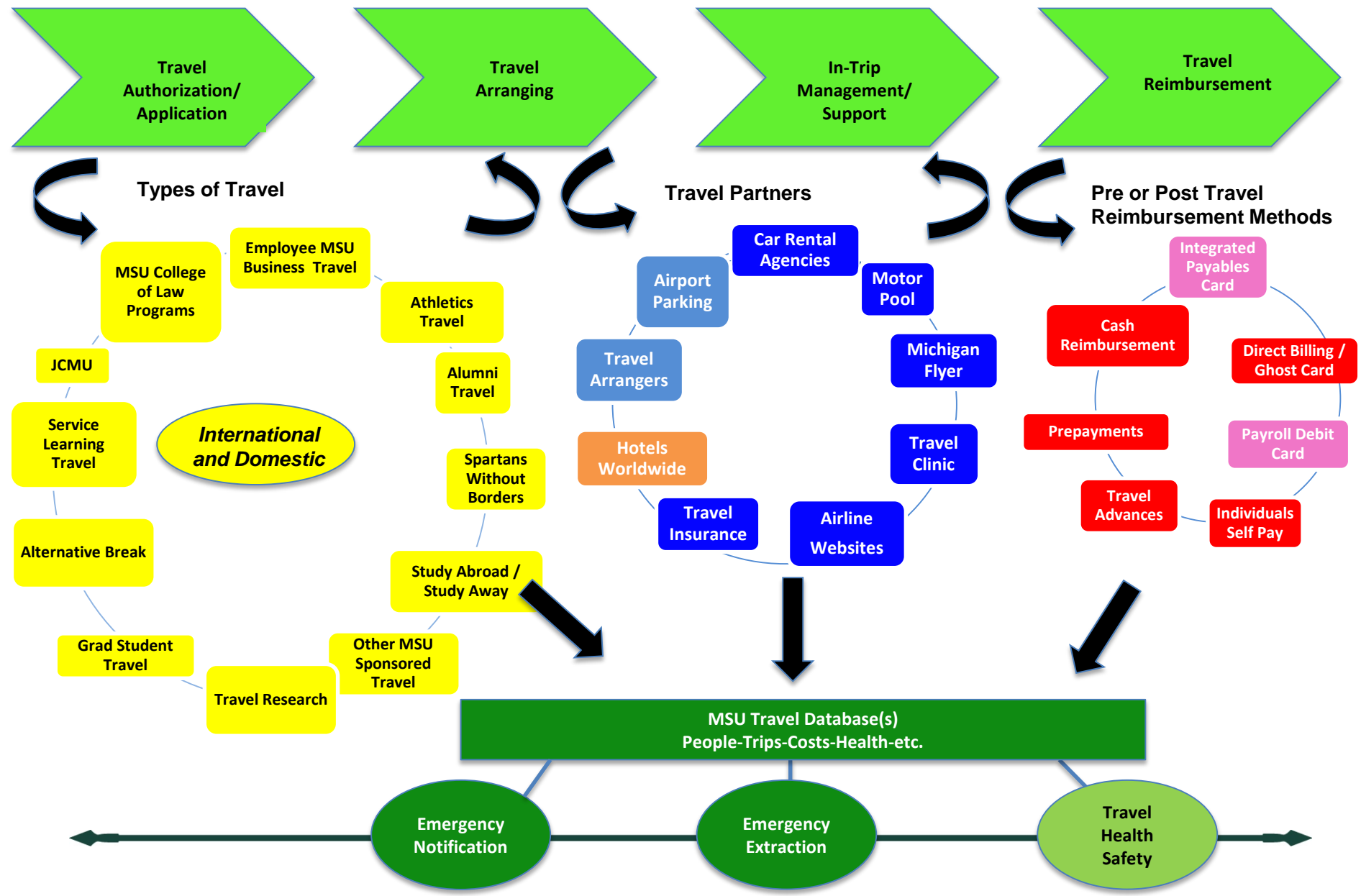


Travel at State

Mission – Provide world-class travel support to university travelers through Strategic Partnerships.

- MSU Departments
- Conlin – Faculty and Staff
- STA – Study Abroad
- Anthony Travel – Athletics
- MSU Risk Management & Insurance
- MSU Office of International Health & Safety
- MSU Police Department
- Controllers Office
- University Services
- Delta Air Lines
- Enterprise & National Car Rental
- CIBT – Expedited Visas
- GeoBlue/HTH Insurance
- MSU Travel Clinic
- MSU Contracts & Grants Administration
- Michigan Flyer
- Hotel Partners
- Capital Region Int'l Airport

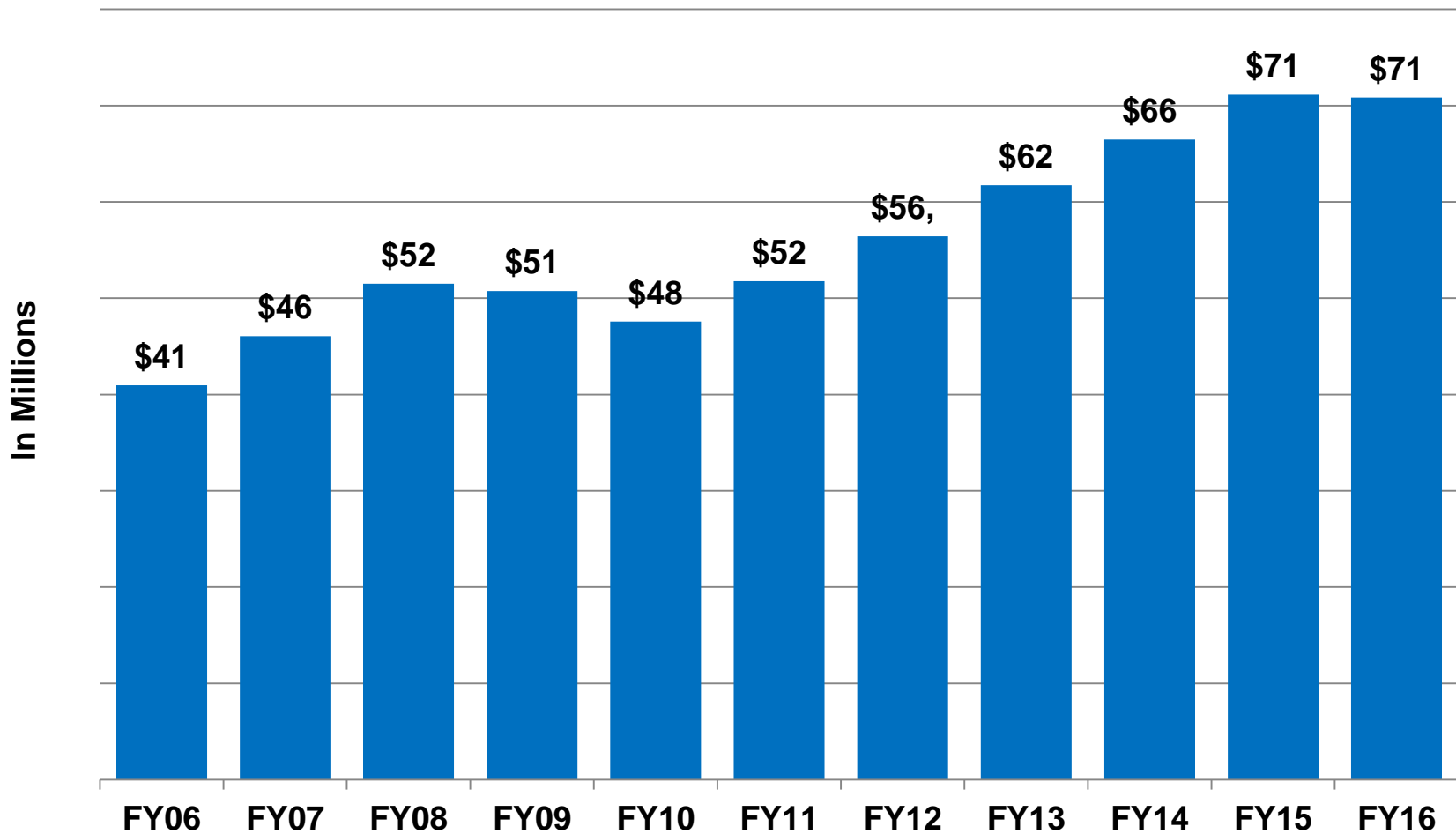
University Travel (Current State – August 2016)



MSU Travel Works for You and Your Bottom Line by Providing...

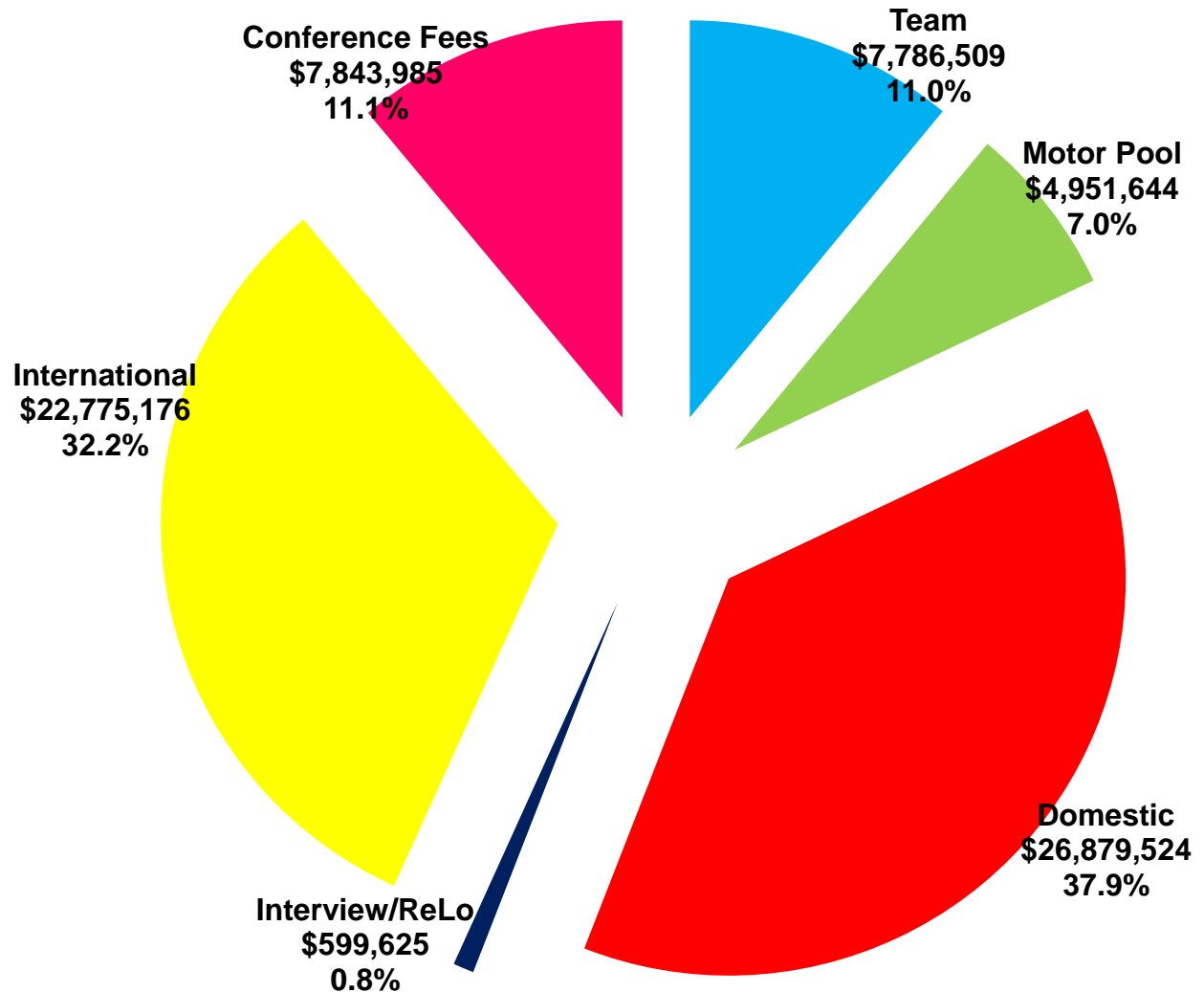
- Strategic Contracts/Programs ~ tangible savings, convenience, and customer service (e.g., no need to fund air travel out of pocket)
- Policies ~ follow industry best practices & state/federal regulations; define allowable travel expenditures while balancing safety, convenience and comfort with cost savings

Travel Remains a Priority for MSU



Domestic Travel Spend Approaches \$30M

\$71M
Total
Travel
Spend



Utilizing MSU Preferred Travel Agencies Benefits YOU!

- Take advantage of air, hotel, and car rental discounts
- You still earn and keep frequent flyer miles
- Charge travel expenses directly to your department, no out of pocket costs
- Expedited visa and passport services
- Access a library of mobile apps to enhance your travel experience
- Opt in for electronic receipts so that everything is forwarded directly to your online reservation for quick access when you return
- Search and book your travel online or by phone with a dedicated travel consultant from MSU's preferred travel agencies, Conlin Travel and STA Travel
- Easily select travel plans that follow MSU Travel Policy with the integrated booking system
- Best way to ensure full traveler support before, during, and after travel has taken place
- Enhanced ability to track MSU travel data, which leads to deeper discounts

....What is Prepayment?

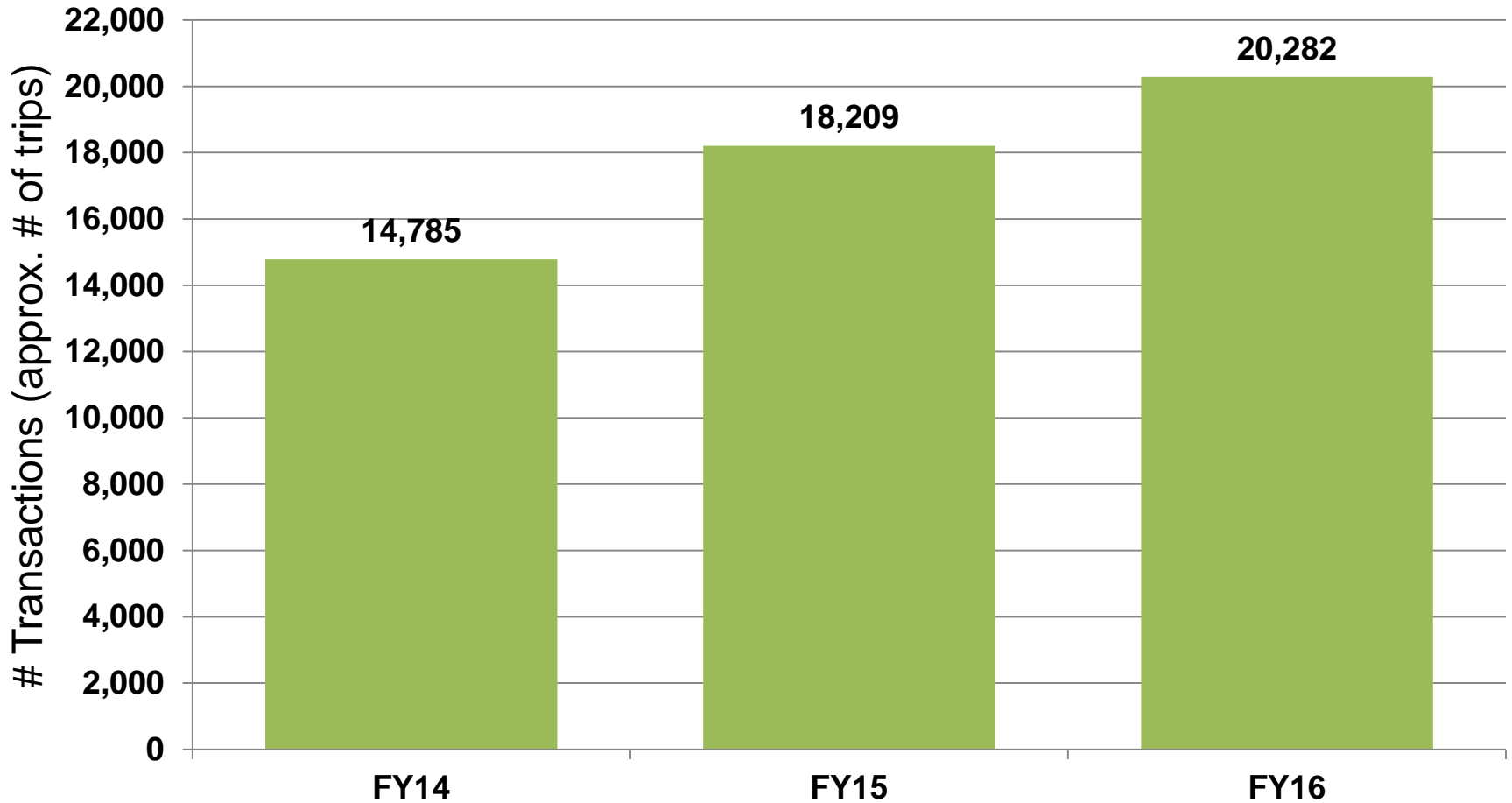
Prepayment ~ the charging of the cost of airfare, rail, and Michigan Flyer tickets directly to MSU departmental account numbers (up to 3). No out of pocket charge to the traveler.

Available through Michigan State University's Preferred Travel Agencies at travel.msu.edu.

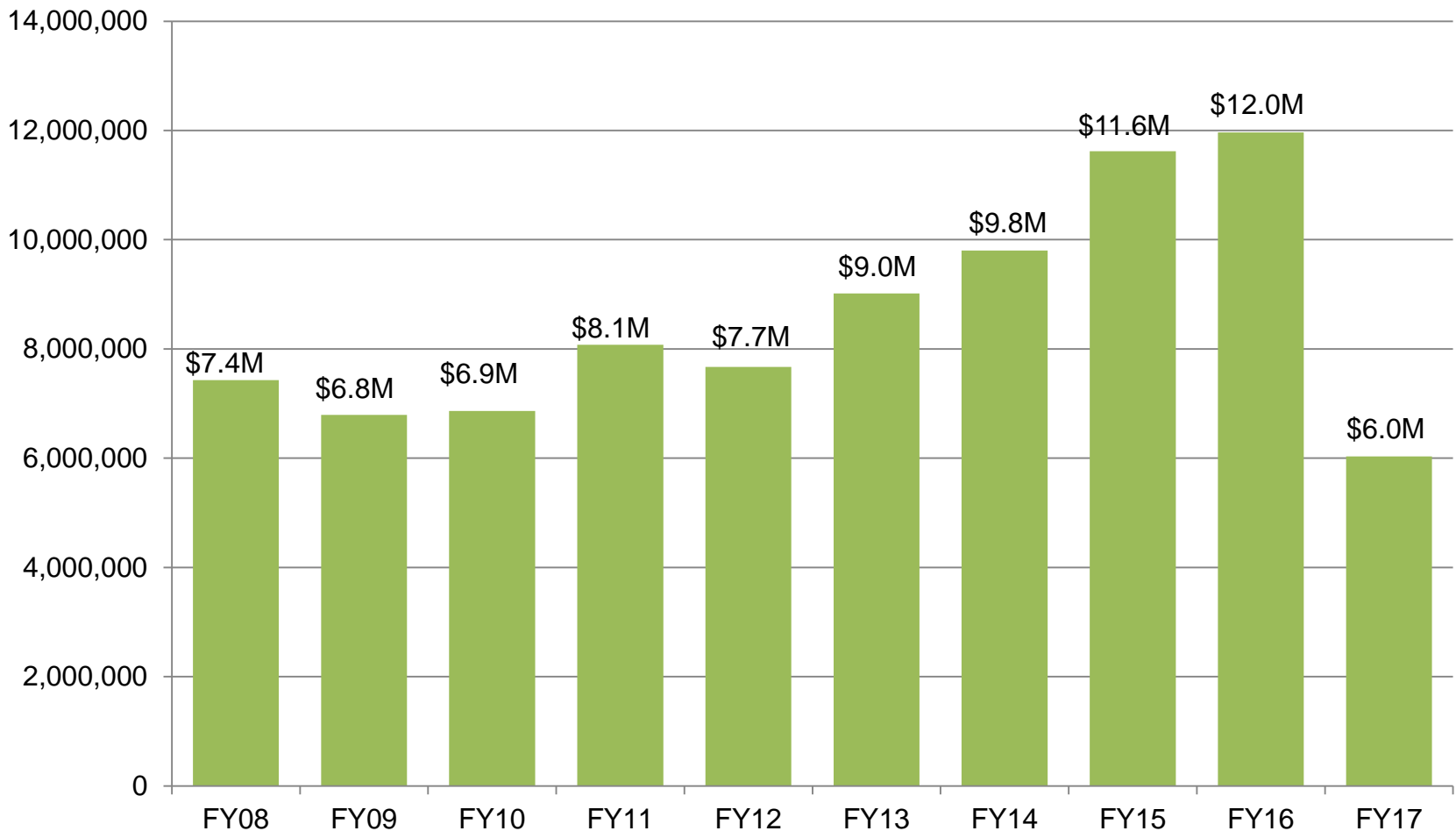
Purchasing Airfare: Best Practices

1. Pre-Trip Authorization completed and approved prior to purchase
2. 14–120 day purchasing window
3. Lowest, logical, nonrefundable (coach/economy class)
4. Most efficient route to/from destination
5. Upgrades are a personal expense
6. Use MSU Preferred Travel Agencies for access to contracts, consortium pricing, and....

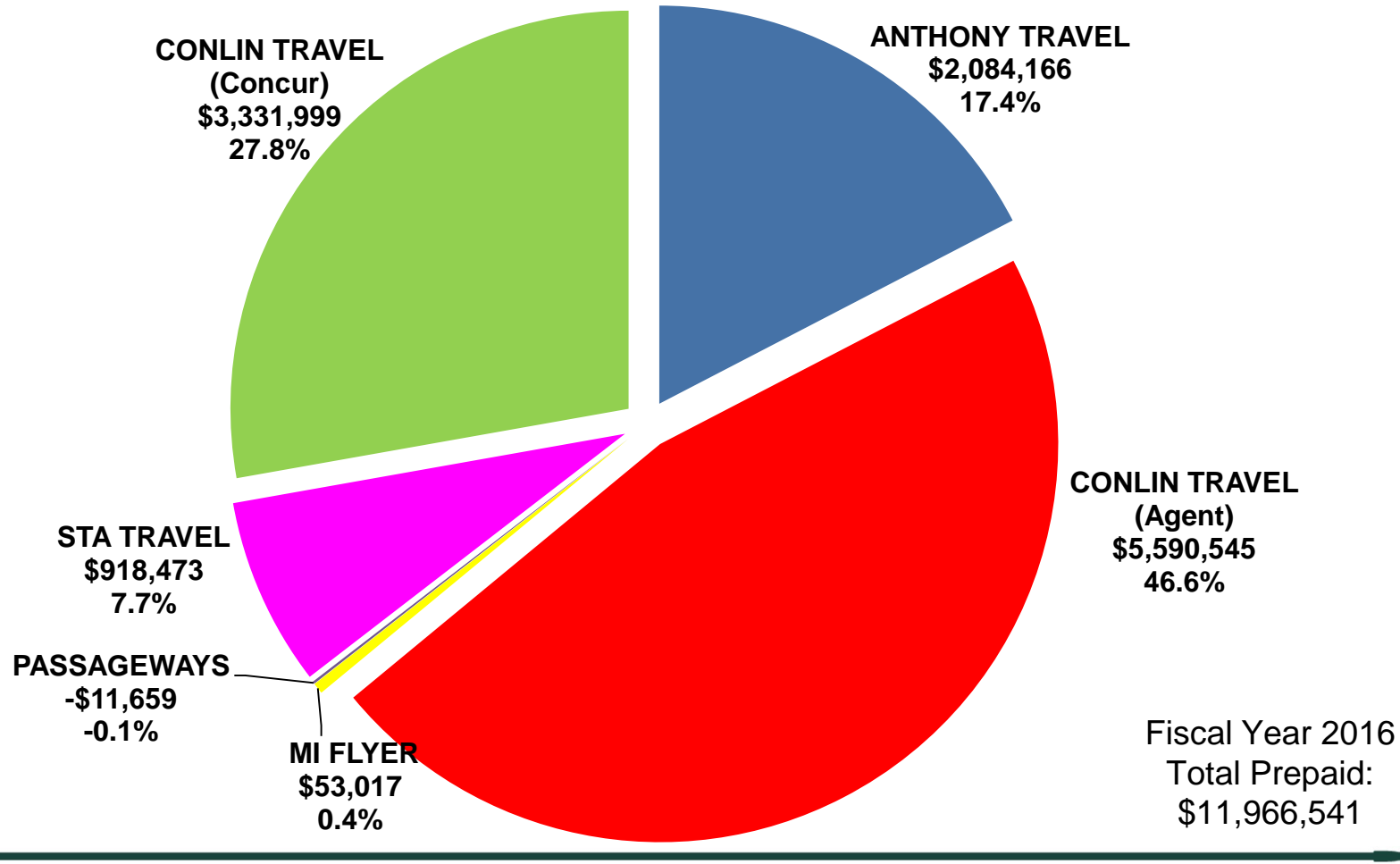
Use of Preferred Agencies (Conlin, Anthony, STA) Growing



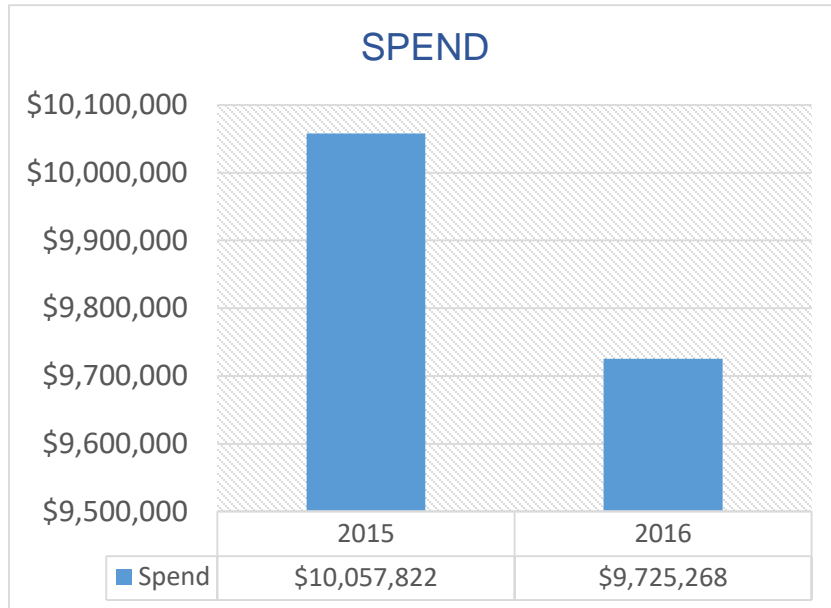
Prepaid Travel YOY through December 2016



75% Prepaid Travel thru Conlin Travel



AIR SPEND – YEAR over YEAR



SPEND DOWN 3.31% 

HIGHLIGHTS:

Average ticket price down 9.66%

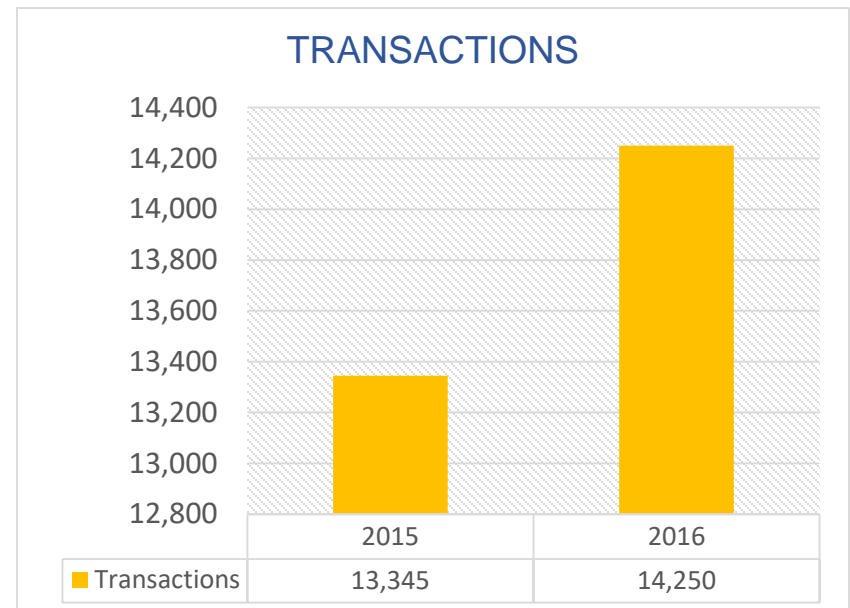
Lost savings improved 12.75%

Average advance purchase days = 40

Car rentals up 22.71%

Average cost per hotel night down 5.07%

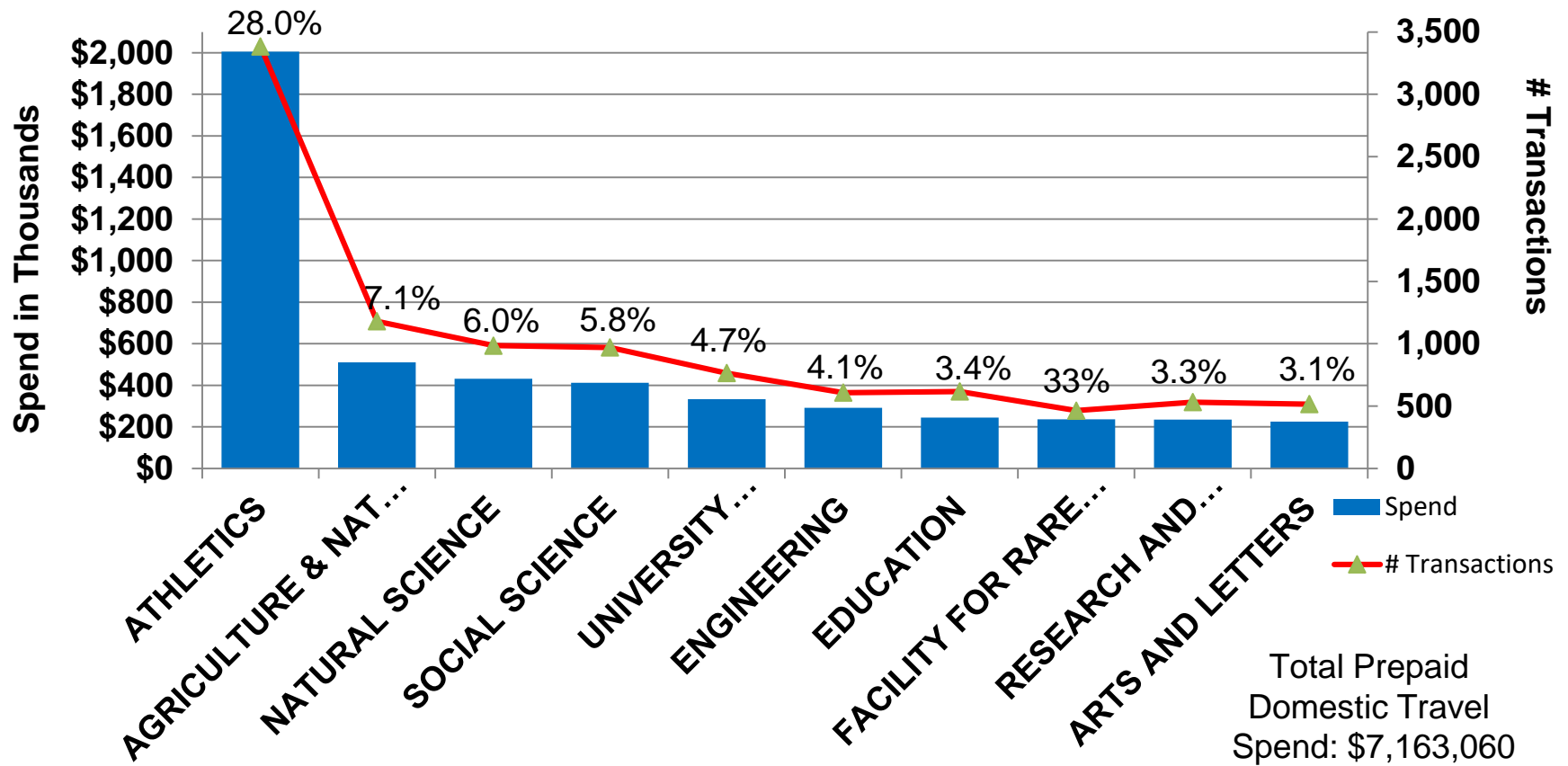
Data Range: 2015/2016 YOY



TRANSACTIONS UP 6.78% 

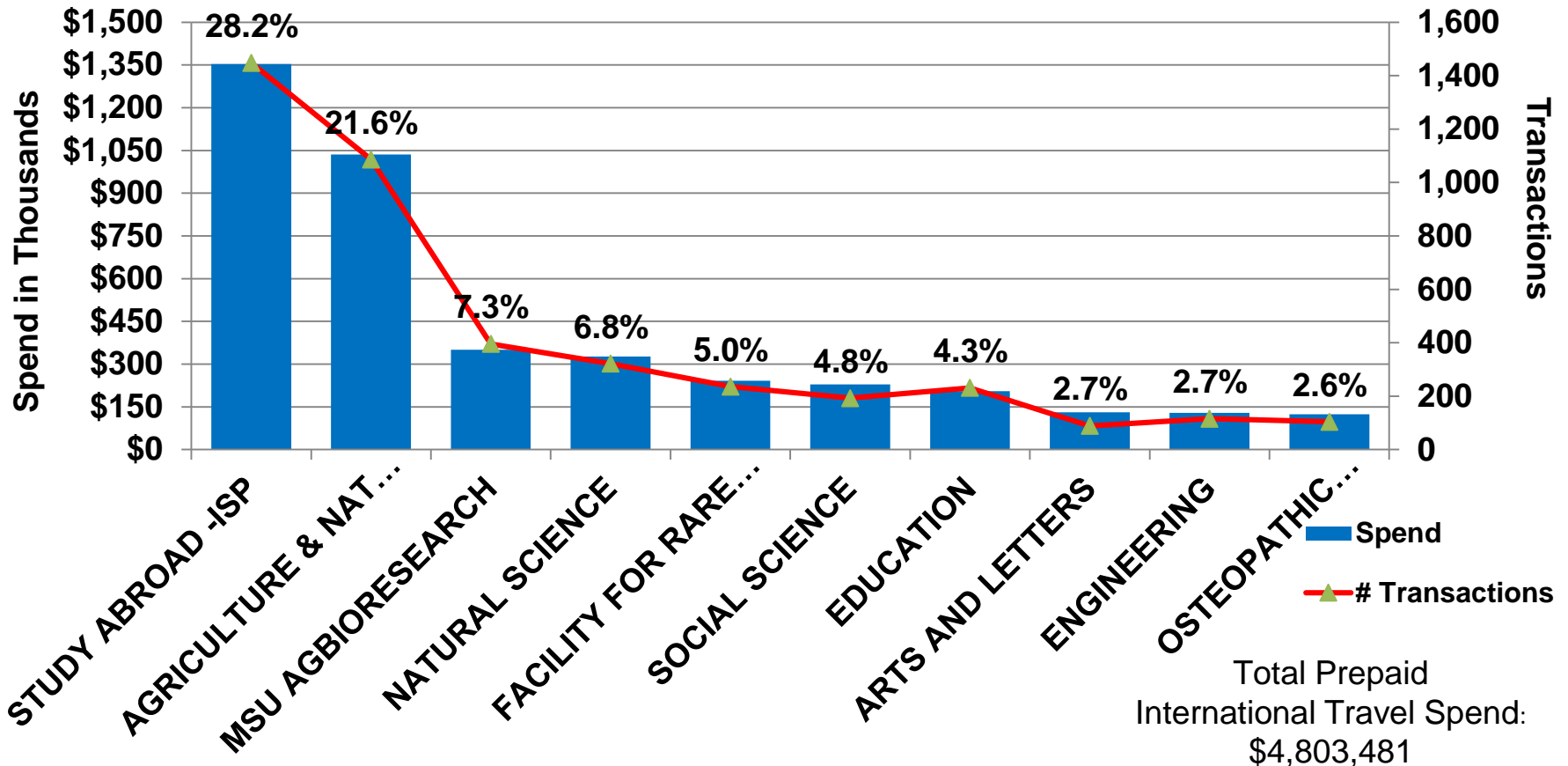
FY16 Domestic Travel

Top 10 Responsibility Centers Account for 70% Prepaid Spend



FY16 International Travel

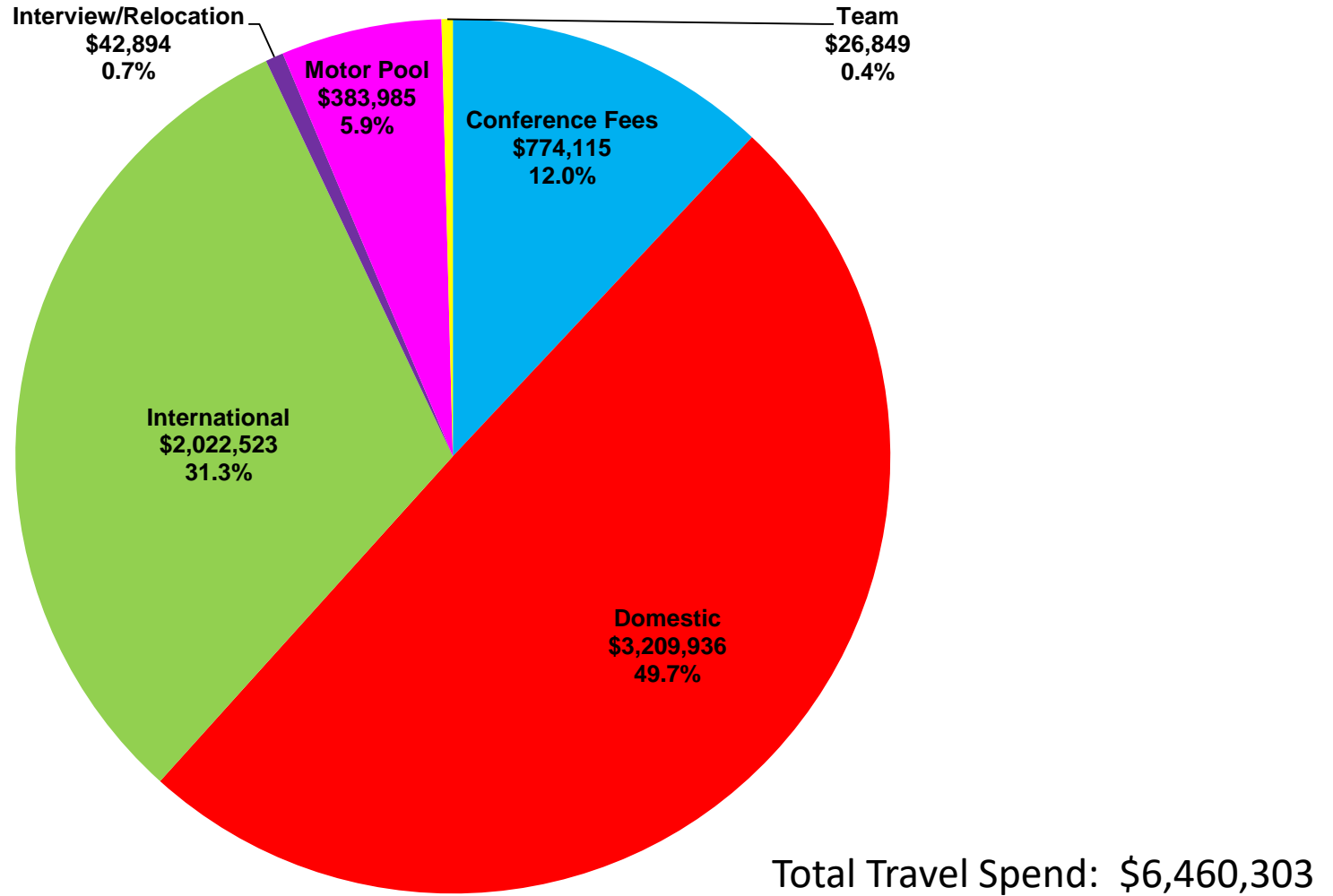
Top 10 Responsibility Center by International Prepaid Travel



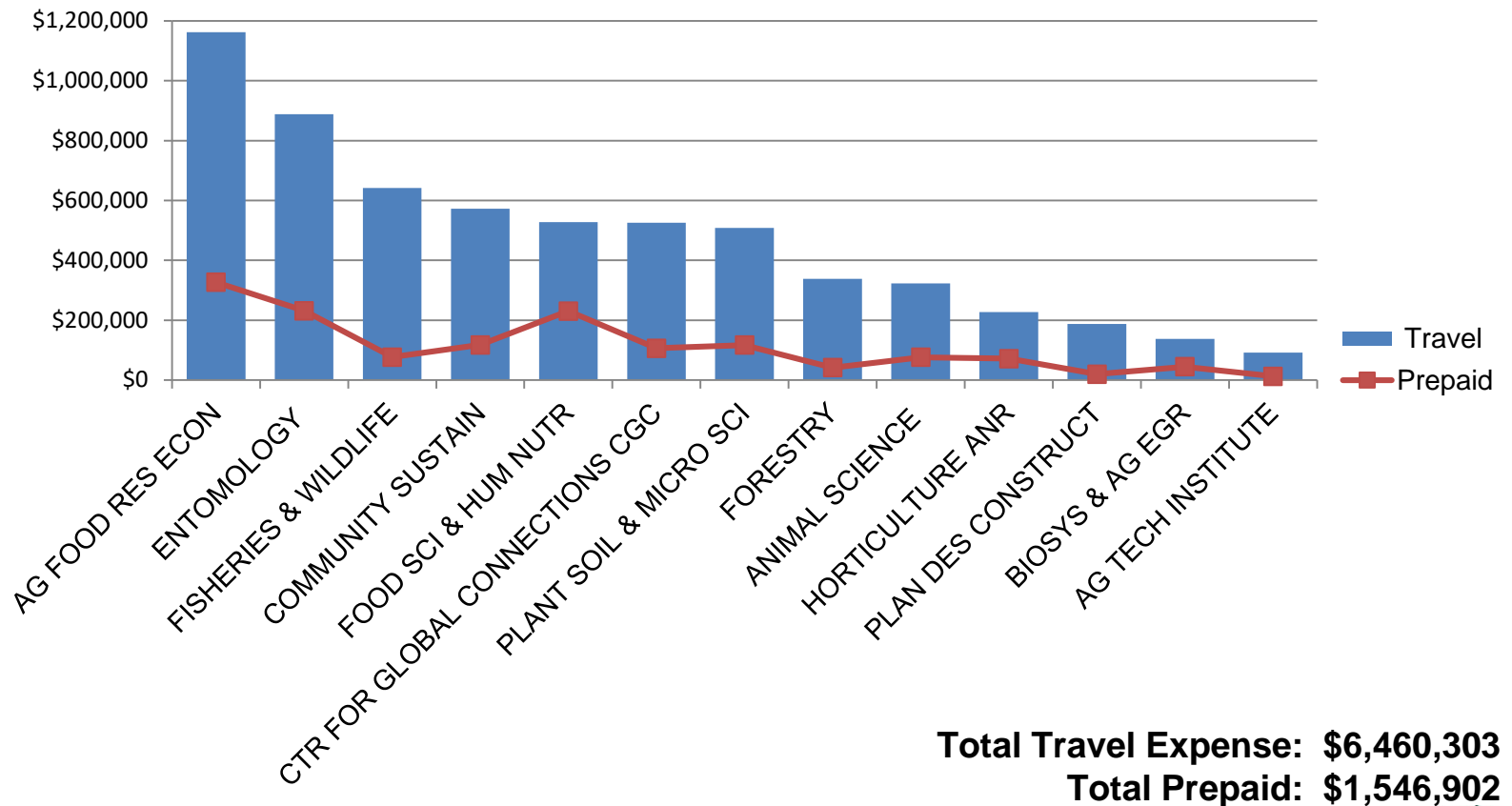
FY2016 Travel Spend by Responsibility Center

Responsibility Center	Total Travel Spend	Total Prepaid Spend
STUDY ABROAD - ISP	\$12,832,968	\$1,527,599
ATHLETICS	9,254,343	2,054,871
AG & NAT RESOURCES	6,460,303	1,546,902
MSU EXTENSION	3,991,906	244,052
NATURAL SCIENCE	3,705,364	759,358
SOCIAL SCIENCE	3,403,979	641,479
EDUCATION	2,395,933	449,790
ENGINEERING	2,303,056	421,578
BUSINESS	2,054,484	265,339
UNIVERSITY ADVANCE	1,976,938	354,269
MSU AGBIORESEARCH	1,969,580	476,393
HUMAN MEDICINE	1,857,937	286,550
IPF	1,577,006	73,417
FRIB	1,530,280	478,246
ARTS AND LETTERS	1,445,211	356,029
OSTEOPATHIC MEDICINE	1,408,487	236,682
VP RESEARCH & GRAD STUDIES	1,230,185	274,082
RHS	1,169,234	96,117
VET MEDICINE	1,163,879	177,879
ALL OTHERS	9,105,386	1,245,910
GRAND TOTALS	\$70,836,460	\$11,966,541

FY16 Travel Spend ~ Ag & Nat Resources



FY2016 CANR Top Departments



23.9% CANR Travel Spend Is Prepaid

DEPARTMENT	TRAVEL	PREPAID	% TRAVEL
AGRICULTURAL FOOD RESOURCE ECONOMICS	\$1,161,747	\$326,679	28.1%
ENTOMOLOGY AGRICULTURE AND NATURAL RES	\$887,998	\$231,542	26.1%
FISHERIES & WILDLIFE	\$641,916	\$76,606	11.9%
DEPARTMENT OF COMMUNITY SUSTAINABILITY	\$572,817	\$117,266	20.5%
FOOD SCIENCE & HUM NUTRITION ANR	\$527,873	\$230,209	43.6%
CENTER FOR GLOBAL CONNECTIONS CGC	\$525,908	\$106,217	20.2%
PLANT SOIL AND MICROBIAL SCIENCES	\$508,359	\$116,598	22.9%
FORESTRY	\$338,156	\$41,395	12.2%
ANIMAL SCIENCE DEPARTMENT ANR	\$322,782	\$76,103	23.6%
HORTICULTURE ANR	\$227,013	\$71,679	31.6%
SCHOOL OF PLANNING DES CONSTRUCTION ANR	\$187,493	\$19,766	10.5%
BIOSYSTEMS & AGRICULTURAL ENGINEERING	\$136,923	\$44,578	32.6%
AGRICULTURAL TECHNOLOGY INSTITUTE	\$91,451	\$12,163	13.3%
AGRICULTURE & NATURAL RESOURCES DEAN	\$61,763	\$14,547	23.6%
PACKAGING	\$42,887	\$14,786	34.5%
WATER RESEARCH INSTITUTE ANR	\$32,244	\$729	2.3%
LAND MANAGEMENT	\$29,959	\$8,320	27.8%
CANR ADMINISTRATION DEAN ANR	\$25,674	\$1,952	7.6%
CANR RESEARCH ACTIVITIES	\$24,022	\$16,892	70.3%
OFF OF ACADEMIC AND STUDENT AFFAIRS CANR	\$20,060	\$2,493	12.4%
NATIVE AMERICAN INSTITUTE	\$20,025	\$1,370	6.8%
ANR TECHNOLOGY SERVICES	\$18,020	\$6,004	33.3%
FOOD LAWS & REGULATIONS INSTITUTE	\$14,572	\$1,570	10.8%
LAND POLICY INSTITUTE ANR	\$12,010	\$914	7.6%
CANR EXTERNAL RELATIONS	\$10,144	\$1,263	12.4%
BAILEY SCHOLARS	\$8,643	\$1,406	16.3%
OFFICE OF DIVERSITY AND PLURALISM	\$7,306	\$3,068	42.0%
ANR COMMUNICATIONS	\$3,429	\$786	22.9%
UNIVERSITY FARMS	\$2,295	\$0	0.0%
KELLOGG BIOLOGICAL STATION MAINTENANCE	\$726	\$0	0.0%
CENTER FOR MICROBIAL ECOLOGY ANR	\$5	\$0	0.0%
KELLOGG BIOLOGICAL STATION AG NAT RES	\$0	\$0	0.0%

Traveler Safety: Everyone Has A Role

Supporting university travelers starts with you!

- Pre-Trip Authorization.
- Emergency Contact Information.
- Travel details including flight data and lodging location.
- We can best support our travelers when we know where they are and how to reach them!

Thank you!

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