The Travel Department strives to provide excellent services to all of our customers. If you have any comments or suggestions as to how we can better serve you, please feel free to contact us.

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Inside this issue:

Travel training & Fair .............1
Travel Dept reminders ...........2
Travel Tidbits ......................3
Travel Trivia.......................4

Travel Training Sessions are back:

We are happy to announce that we will be scheduling regular group training sessions once again. The date, time and place will be announced each month in global campus announcements.

The travel department is always available for travel training on an as needed basis.

Whether you are a new employee or need refreshed on Travel procedures please plan to attend a session soon. We look forward to seeing you.

This month, the training session is currently full. Watch your announcements for the next schedule.

TRAVEL FAIR 2013
COMING SOON!!!

Watch for details in the next Travel News
Common errors on Travel Reimbursement Requests:

1. Before we can reimburse subsistence, a hotel receipt must be attached to the TRR. This is true whether the hotel was direct bill, paid by another individual or paid by traveler. If the hotel is direct bill, the confirmation email would be required.

2. Using an old reimbursement form that does not have the current mileage rates.

3. Number of Miles should be rounded off and listed on the reimbursement as whole numbers—not partial miles.

4. Including a registration reimbursement on the TRR. These must be submitted on a check request.

5. Using the wrong CONUS rate. The rate is based on the zip code of the hotel receipt. When looking at the CONUS rates, the amount per day is on the far right under “Meals & Inc. Exp.” First day of travel and last day of travel are always partial reimbursements no matter the time of departure or return.

6. Not signed up in advance for direct deposit to receive the reimbursement. This is separate from Payroll direct deposit. A link is provided on our travel webpage to help you get enrolled. This is required for ISU employees.

Need to Rent a Car?

Before you will be able to drive a rental vehicle from Enterprise, you will need to complete the Defensive Driving Course at ISU. If you plan to drive a 12 passenger van, you will need to complete the Defensive Driving Test as well.

Any questions concerning our Enterprise Rent-A-Car program can be answered by Catherine Procarione, Office of the Controller, extension 3525, Catherine.Procarione@indstate.edu
When to pay baggage overweight airline fee and when to ship:

You're packing equipment for a presentation or maybe a ski vacation, and you know your luggage is going to tip the scales. Should you plunk down the cash airlines charge when luggage is overweight, or ship your heavy bags instead?

According to an airline comparison done by Airfarewatchdog, overweight luggage fees on domestic flights can soar as high as $200 one way for a bag between 71 and 100 pounds.

But Richard Yamarone, an economist who lives in Maplewood, N.J., says shipping is often less expensive, and it's what he often prefers.

Clarissa Cervantes, a photographer and researcher who lives and works in Beverly Hills, says that her equipment has often made her luggage heavy, along with all the souvenirs she tends to buy when she travels overseas. Still, she'd rather deal with the airline fees than ship.

"Ship away your headache," says Yamarone, who travels frequently for work, as well as to pursue his hobby of fly fishing. "The comparatively low cost of sending heavy gear, equipment, clothes, boots and outerwear is well worth it. All you have to do is board the plane with your iPhone, knowing that everything is waiting for you in the hotel room or lodge. That's peace of mind, and worth any price.

Tony Tillman, who travels the country training businesses on software and lives in Burbank, Calif., says that he makes a decision on whether to ship or check heavy luggage based on when he needs it and how much it'll cost him.

Which option is best for you?

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Not enough snacks or meals (if offered) on your flight?
Ask for Seconds!

Things you didn’t know you could ask for on a plane!

From shrinking seats to ever-dwindling in-flight amenities, the airline industry really earns its tightfisted reputation.

But if you know what to ask for, you'll find that in-flight offerings are not quite as stingy as they seem. According to inquiries by SmarterTravel of a flight attendant’s tips on the free extras and services only available to those who know to ask.

1. Wings for Kids—many airlines still offer little flyers wing pins to remember their flight. The pilots do not have them but flight attendants usually have a stash of pins in the cabin.

2. Need more to drink than the small amount offered on the beverage cart? Consider politely asking your flight attendant for the whole can, most of the time they are happy to oblige.

3. Whether it’s for a headache from takeoff or lingering airport heartburn, many flights are stocked with basic medications such as painkillers, antacids and bandages.

4. Flight attendants are usually willing to refill your empty water bottle for you.

5. Almost all airlines train their cabin crew to ask for medical assistance onboard. If you have a personal medical emergency, the flight attendant will quickly find a doctor-in-flight.

6. Not enough snacks or meals (if offered). You can ask for seconds. If all passengers have been served and there are extras flight attendants will likely grant your request.

7. Have a seat assignment that’s got you sitting far from a travel companion? Attendants are often willing to help negotiate seat switches.

8. Flight attendants will often watch infants or small children while a parent goes to the bathroom.

9. Even with the concerns about security, many pilots are willing to give mini cockpit tours after the flight.

10. With many passengers passing through planes each day, tray tables, armrests and entertainment system buttons turn into germ factories. Ask the attendant for a few sanitizing wipes; they often have them on hand.
WHERE IN THE WORLD IS SYCAMORE SAM?
Last issue he visited....
   Winter Park, Colorado
Where in the World is Sycamore Sam visiting now?

WINTER TRIVIA ANSWERS:
1. What state is the Grand Canyon?  Arizona
2. What is the longest river in the United States?  The Missouri
3. What is the most visited tourist attraction in the world? Times Square
4. How many Smithsonian museums and galleries are in Washington DC?  17
5. Which major Canadian city has not hosted the Olympics?  Toronto
6. What calendar determines the date of the Chinese New Year?  Lunar
7. How many counties are in Indiana?  92
8. What county is Indiana's geographic center?  Boone County

(trivia provided by www.travelandleisure.com; www.espartyland.com & squidoo.com)

Summer Trivia

1. What California city did the last Pony Express ride end in?
2. What singer made his debut at the Lyric Theatre in Indianapolis on Feb 2, 1940 with the Tommy Dorsey Orchestra?
3. What congressional award was Dr. Mary Edwards Walker the first woman to receive?
4. Who earned infamy for noting: “A billion dollars isn't worth what it used to be”?
5. What year were fireworks first used in an official Fourth of July celebration?

(trivia provided by www.funtrivia.com; www.aarp.org and www.triviaplaying.com)