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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NEW MILEAGE RATES EFFECTIVE 1/1/14

Use of a private vehicle on University business will be reimbursed based on the current Federal mileage rate (these rates will be updated each time the Federal rates change):

- Full Federal rate for the first 500 miles (currently 56 cents)
- One half of Federal rate per mile for the next 2,500 (currently 28 cents)
- 0 cents per mile for all additional over 3,000

New Travel Reimbursement Form 2014

For any travel that has occurred after January 1, 2014, you should be using our most recent travel reimbursement form for 2014 which includes the current mileage rates.

http://www.indstate.edu/controller/finance/trav-bud/travelReimbursement.htm

Any travel reimbursement request received to process expenses for 2014 travel will be returned to the department if on an old reimbursement form beginning February 1, 2014.

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WASHINGTON – The Transportation Security Administration (TSA) announced the first application site for its TSA Pre✓™ Application Program at the Indianapolis International Airport (IND), and unveiled the online pre-enrollment program at www.tsa.gov. The new application process allows U.S. citizens to directly enroll in TSA Pre✓™, an expedited screening program that allows travelers to leave on their shoes, light outerwear and belt, keep their laptop in its case and their 3-1-1 compliant liquids/gels bag in a carry-on, in select screening lanes. To date, passengers have only been eligible through existing programs such as U.S. Custom and Border Protection’s Global Entry program and frequent flier programs with certain airlines, but this announcement will allow travelers to apply directly for the expedited screening program. Since its introduction, more than 25 million passengers have already used TSA Pre✓™ nationwide.

Travelers in the Indianapolis area will be able to apply and complete their background interview at the application center at IND. By the end of the year, TSA expects to open application centers in the New York City area, the Washington, D.C. metro area and the Los Angeles area. TSA ultimately plans to expand to more than 300 application centers across the country.

The TSA Pre✓™ application process allows U.S. citizens to go through a pre-enrollment process online and visit an application center to provide biographic information (e.g. name, date of birth, address, etc.), fingerprints, payment and valid required identity and citizenship/immigration documentation. All TSA Pre✓™ program applicants must visit an application center in-person to verify their identity and citizenship/immigration status as well as to provide fingerprints.

WHAT IS THE BEST TIME TO BOOK FLIGHTS?

There is a specific time to book your airline tickets: Wednesday at 1 am in the morning.

Why? Most low airfares appear between Sunday night and Monday night. Then, when people find those fares, they have 24 hours in which to purchase them. At midnight on Tuesday, all the discount fares that were not purchased come flooding back into the airline’s computer systems. That is when you need to book.

You cannot do this online (or through ISU direct bill system). You would need to book travel and pay for it then get reimbursed after your travel dates.

You need to actually talk to a person at the airline you are wanting to book travel.

THE CATCH: The rule doesn’t apply to one particular time zone. It applies best to the time zone of the particular airline’s hub.
Thank you to all who made our Travel Fair back in October, 2013 such a success!!!
Fall Trivia

1. Thunder in the fall foretells what for winter? **Cold Winter**
2. Where did Jack o’ lanterns originate? **Ireland**
3. What country did the name “Halloween” come from? **Scotland**
4. What word was commonly used before the 16th century to refer to the autumn season? **Harvest**
5. Brightly colored foliage is the image most commonly associated with autumn. What region in the US is a popular “leaf peeping” tourist destination? **New England**

(trivia provided by www.QuizMoz.com and www.123faces.com)

SYCAMORE SAM
Last Issue visited the Duomo Cathedral In Milan, Italy

SYCAMORE SAM
Where is Sycamore Sam Visiting?
THINK SPRING!!!

WINTER TRIVIA

1. What is a “toque”?
2. Where do icicles most often form on a building?
3. What civil rights leader did Dorothy Parker leave the bulk of her estate?
4. How many sports will be featured at the 2014 Winter Olympics?
5. Which country will host the 2014 winter games?