



Travel Fair 2014

Date: Wednesday, September 24, 2014

Time: 11:00 am – 3:00 pm

Location: HMSU DeDe II

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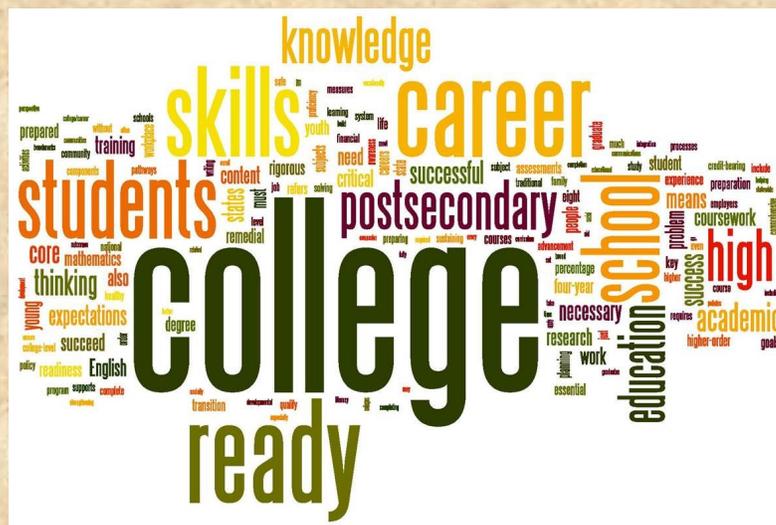
INDIANA STATE UNIVERSITY, OFFICE OF THE CONTROLLER

The Travel Department strives to provide excellent service to all of our customers.

If you have any comments or suggestions as to how we can better serve you, feel free to contact us.

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AIR CARE

Picture yourself being stranded at the airport terminal after yet another lengthy flight delay. You're sitting at the gate area with hundreds of irritated, cranky passengers looking for a way to make time fly by. Behind you, a pack of anxious passengers shout restlessly into their phones in an effort to make themselves heard over the overwhelming cacophony, bonding over the injustice and emotional anguish that this delay has inflicted upon them. Up ahead, a more vocal minority crowd around the customer service counter for their opportunity to take their frustrations out on the hapless airline representative. For most of us, this picture is far removed from the ideal airport experience that we would desire.

Suddenly, as your mind begins to drift, a light bulb switches on in your head. While it probably won't make all your problems disappear, wouldn't it be awesome if you could somehow receive compensation for these wasted hours at the airport terminal? With AirCare, Berkshire Hathaway's revolutionary low-cost travel insurance product, you're in luck.

Are There Any Catches To This?

As long as you are at least 18 years old, you can purchase the AirCare travel insurance product on a domestic US trip for a flat fee of \$25. This insurance covers a number of scenarios, ranging from simple inconveniences to major disturbances that make you want to blow a gasket or two. From lengthy flight delays to misplaced luggage, you are in good hands with AirCare. As an additional perk, the \$25 flat fee will allow you to utilize MyAssist, a concierge and personal assistant service that helps you out with rebooking and rescheduling during flight cancellations. Be sure, however, to make your AirCare purchase at least an hour before your flight's departure.

As with most programs, there is an exception, and AirCare's eligibility rules are no different. If your flight has already been delayed, or if there are inclement weather conditions at your departure city or destination, you will be unable to purchase AirCare. Once your transaction is complete, the insurance company will take the initiative to track your flight, so that you can rest comfortably with one less item on your list to worry about.

This would be a service for the traveler's convenience and would not be considered a reimbursable expense through ISU

Reimbursement Policy

The following is a list of the different scenarios that AirCare covers and their associated payouts:

Scenario	Payout
Flight Delay of 2+ Hours	\$50
Missed Connecting Flight Due To Flight Delay	\$500
Checked Baggage Delay Of 12+ Hours	\$500
Lost/Stolen Luggage	\$1000
2+ Hour Tarmac Delay	\$1000



My Travel Checklist

Destination:

Date:

CLOTHES:

- Jacket
- Gloves/Hat/Scarf
- Suits/Ties
- Dresses
- Skirts
- Pants
- Shorts
- Shirts
- Sweatshirts
- Undershirts/Bras
- Underwear
- T-Shirts
- Tank Tops
- Swimsuit/Towel
- Boots
- Sandals
- Athletic Shoes
- Socks
- Sunglasses

TOILETRIES:

- Toothbrush
- Toothpaste
- Floss
- Shampoo
- Conditioner
- Hairspray
- Brush/Comb
- Hair Dryer
- Curling/Flat Iron
- Soap
- Deodorant
- Razors
- Shaving Cream
- Makeup
- Perfume
- Sunscreen
- Lotion
- Medicine
- Hand Sanitizer

ELECTRONICS:

- Computer
- Camera
- Video Camera
- MP3 Player
- Tablet
- All Chargers
- Headphones
- eBook Reader

DOCUMENTS:

- Flight Info/Confirmation
- Passport
- Hotel Confirmation
- Rental Car Info
- Driver's License
- Credit/Debit Cards
- Health Insurance Card
- Roadside Help Card

Notes:

Tips to Fit Everything in Your Carry-On

1. **Rolling is your friend**-Not only does it take up less space than folding, but it reduces wrinkles so roll your clothes when packing instead of folding.
2. **Buy essentials at your destination**-Why spend \$2 to \$4 on tiny travel sized shampoos and soaps that will barely last 2 days. Pick up a full-sized 2-in-1 that will last your whole trip and then toss at the end of your trip. You will spend less and save precious packing space.
3. **Opt for face wipes over face wash**-Face wipes don't count toward your liquids limit and they are mess-free for freshening up on-the-go.
4. **Dress Smart**-Your outfit should be travel friendly and will take up less space if you wear your bulkiest items instead of packing.
Example: 1 pair of sneakers equals ballet flats, flip flops and an extra blouse for luggage space.
5. **Trade a tiny purse for a backpack**-It is only necessary for your personal item to fit under the seat on an airline. So pack a tiny purse for use at your destination and carry your laptop, electronics, travel documents, a book and snack in a backpack.

Frequently Asked Questions

Do I need to turn in original receipts to be reimbursed for my travel?

At this time, we can only reimburse when an original receipt is presented for payment. The receipt must also include a complete breakdown of the charges as well as a clear indication of the type of payment before the expense can be reimbursed.

When do I need to attach lodging information to my Travel Reimbursement Request?

There are 2 reasons to attach lodging to the reimbursement. First would be if the individual is asking for reimbursement of lodging which would require a receipt as indicated in the question above. Secondly, if the person is asking for per diem, the hotel receipt or confirmation must be attached to every reimbursement request by the department no matter how the lodging was paid or by whom. The individual can also be reimbursed per diem if staying with family or friends. In this case, the address and dates would need to be included on the reimbursement form. ISU does not pay a per diem for out of town stay if the traveler owns the property.