

# FSHN Non-Profiled Guest & Student Travel Policies and Guidelines

## General Information

- A non-profiled traveler is any guest, aide, undergraduate student, graduate student, or other individual that does not have access to SAP Concur through the EBS system.
- A Travel Request MUST be submitted in Concur by an FSHN staff member and receive BOTH departmental AND fiscal approval before any travel arrangements may be made.
- Any travel off-campus for MSU business requires a Travel Request for liability reasons, even if the travel does not qualify for reimbursement.
- Motor Pool vehicle reservations for on-campus travel require a fully approved Travel Request in advance of making a reservation.
  - Motor Pool reservations can only be made by student non-profiled travelers.
- General questions and requests for assistance should be emailed to [FSHN.Admin@msu.edu](mailto:FSHN.Admin@msu.edu).

## Timeline

- Travel requests for any non-profiled travelers must be started at least 4 weeks before travel to allow for approvals and corrections.
- If the department is making travel arrangements, bookings for flights/hotels/etc. can only be made after the Travel Request has been approved at both the departmental AND fiscal levels.
- All receipts for reimbursed travel expenses must be submitted to the department within 2 weeks of the trip end date.
- Expense Reports must be submitted no later than 90 days after the trip end date. If an expense report has not been submitted within 90 days, the MSU Controller's Office will not give any reimbursement.
- Once an Expense Report is submitted, additional expenses cannot be added to the report.
- After full financial approval, the traveler will receive a check by mail from MSU for reimbursement of travel expenses.

## Allowable Reimbursement Information

- For information on allowable MSU travel reimbursements related to transportation, lodging, meals, and miscellaneous expenses, refer to the [Travel Office Reimbursement Chart](#). This chart is continually updated to reflect new rates and guidelines.
- International travel charged to research accounts must conform to the [Fly America Act](#).
  - Booking international flights through Frosch (MSU's preferred travel agency) ensures compliance.

- Meals are reimbursed as per diem rates based on the traveler's lodging location, as determined by federal allowances.
  - Any provided meals must be reported and removed from the per diem calculation.
- Travel insurance expenses will not be reimbursed by MSU.

## Motor Pool Requests (Students Only)

- If you intend to use a Motor Pool vehicle for your travel, you are required to have:
  1. A fully approved Travel Request that includes Motor Pool as an expense.
  2. Current approval to drive MSU vehicles from the Office of Risk Management (ORM). Approval is valid for 1 year.
  3. A reservation request with the Motor Pool office.
- ORM requires that you complete the [Michigan Driver Record Request \(msu.edu\)](#). Include Tracie Carr as the department authorized contact. OMR requires 7-10 business days to process the driving history records. Motor Pool will not release a vehicle to you if you do not have current OMR approval.
- After full Travel Request approval and OMR approval, make a reservation via the [Motor Pool website](#). You will need your Travel Request number (combination of 4 letters and numbers).
- You must have your Travel Request number to pick up the Motor Pool vehicle. If you do not have the Travel Request number, a vehicle will not be released to you.

## Travel Contact Info

FSHN Office Travel Contacts

Main travel coordinator: Ashley Wallin

Backup travel coordinator: Aislinn Callahan-Brandt

Email: [FSHN.Admin@msu.edu](mailto:FSHN.Admin@msu.edu)

MSU Travel office

Phone: 517.355.5000

Email: [travel@ctrl.msu.edu](mailto:travel@ctrl.msu.edu)

Motor Pool Office

Phone: 517.355.1868

Email: [ipf.servicegarage@msu.edu](mailto:ipf.servicegarage@msu.edu)

