



The BMB Weekly Vol. 40, No. 52, December 24-28, 2007

Please send submissions to: Katie Gallagher at galla134@msu.edu or 302B Biochemistry (mailbox on 2nd floor)

Calendar

Monday, December 24

The University will be closed in observance of the Christmas holiday.

Tuesday, December 25



The University will be closed in observance of Christmas.

Wednesday, December 26

Thursday, December 27

Friday, December 28

Announcements

BMB Research Store Holiday Schedule: The BMB Research Store will be closed December 24-25, 2007 and December 31-January 1, 2008 for the Christmas holiday. We will likely close at 3:00 p.m. on Friday, December 21, 2007 and Friday, December 28, 2007. During the week of December 24, 2007, orders will be placed on Wednesday (12/26) and Thursday (12/27) only to avoid deliveries when the Storeroom and MSU are closed.

Travel Updates

Cluster Travel Agencies: All of the Cluster Travel Agencies will be closed on Christmas Day and New Years Day. Anderson Travel will also be closed Christmas Eve day and New Year's Eve day. Passageways Travel will be open Christmas Eve day and New Year's Eve day from 9:00 a.m. until 1:00 p.m. STA Travel will be open Christmas Eve day and New Year's Eve day from 10:00 a.m. until 4:00 p.m.



Mileage Reimbursement Rate: Effective January 1, 2008, the Michigan State University's mileage allowance will be increased from 48 cents per mile to 50 cents per mile. This adjustment is consistent with the University's past practice of making full cent adjustments to its mileage allowance based upon announced adjustments in the Internal Revenue Service's standard business mileage transportation allowance. This allowance is intended to cover the prorated cost of the vehicle, fuel, insurance, and vehicle maintenance.

Domestic Meal Per Diems: The MSU domestic meal per diems have been adjusted for 2008 to reflect changes in current meal costs experienced by business travelers nationwide. A separate table of the 2008 meal per diem rates will be posted on the Controller's Office website at <http://ctrl.msu.edu/travel>. These rates provide more accurate and equitable reimbursement to University travelers.

Miscellaneous Tips: Michigan State University's miscellaneous tip allowance will be increased from \$2 per hotel stay to \$6 per hotel stay. This change takes effect January 1, 2008 for trips on or after that date. This adjustment reflects current and customary tipping practices of business travelers.

Detroit Metro Airport: Detroit Metropolitan Airport recently increased its parking rates for customers seeking convenience of parking closer to the terminal over price. Long term parking in the McNamara Terminal Parking Garage costs \$18/day compared with the \$10 rate it had when it opened in 2002. Rates at the other lots have increased also. The Big Blue Deck is now \$10/day, the yellow lot is \$9/day, and the green lot is \$10/day. Free shuttles connect all lots to both the McNamara Terminal and the Berry Terminal. According to Detroit Metropolitan Airport officials, their long-term parking rates are in line with other airports.

Travel Updates continued

Stricter Passports Laws: Starting January 31, 2008, adult travelers re-entering the USA by land or via ferry or small boat must carry a passport or a government-issued photo ID plus proof of citizenship such as a birth or naturalization certificate. Children 18 and younger need only proof of citizenship. Cruise passengers are officially exempt, though cruise lines encourage passport use and already require photo ID and proof of citizenship. The latest changes are part of the Western Hemisphere Travel Initiative, launched after 9/11. All U.S. travelers returning from Mexico, Canada, and the Caribbean by air have had to carry passports since January 23rd – a requirement that sparked months-long processing delays earlier this year. Turnaround time for a standard passport is now four to six weeks and three weeks for an expedited version.



Winter is Here: Be prepared for bad weather. Winter weather is here with the potential of making air travel challenging at best. A few precautionary measures can save you time, money, and frustration. 1. Register for flight updates on your airline's website for notifications from the airline of flight delays and cancellations. 2. Check the weather conditions for the dates you're planning to travel. As the day approaches, be aware of weather conditions. 3. Twenty four hours prior to departure, check in on-line for your flight(s). 4. On the date of departure, check the airport website for delays and cancellations, as well as closure of the airport. 5. Plan to carry on the basics to get you through the first 24 hours without your suitcase. 6. Pack an unopened, non-liquid snack or two, just in case.

Enterprise Rent-A-Car: Michigan State University has signed an agreement with Enterprise Rent-A-Car to supplement our current agreement with National Car Rental. Under this agreement, Enterprise offers our business travelers discounted rates which include damage waiver and liability coverage. Enterprise also offers leisure travelers discounted rental rates, but insurance is **not** included. MSU's account numbers are as follows: For business rentals: XZ59002; For personal rentals: XZ59003. Please use these account numbers when making your reservations. A website is currently being developed so that you will be able to book directly from the University Travel Office website at <http://ctrl.msu.edu/travel>.



Quote for the Week



Christmas is the season for kindling the fire of hospitality in the hall, the genial flame of charity in the heart. ~ *Washington Irving*

