

MSU Travelers Can “Direct Bill” Michigan Flyer Tickets through Passageways Travel

When Michigan State University business travelers purchase their airline tickets through Passageways Travel for flights in or out of Detroit Metropolitan Airport, they now have the option to direct-bill the cost of Michigan Flyer motor coach service through Passageways Travel at the same time.

Michigan Flyer’s luxury motorcoaches make eight roundtrips daily between East Lansing, Jackson, Ann Arbor, and Detroit Metropolitan Airport. Michigan Flyer’s lowest-price, non-refundable fare for travel between the East Lansing Marriott and Detroit Metro is \$30 one way or \$50 roundtrip. To check the Michigan Flyer schedule online, visit <http://www.michiganflyer.com>.

MSU travelers and travel arrangers may book Michigan Flyer directly with Passageways or via the Concur online reservation system. Also, MSU departments can now make reservations for incoming speakers and visitors on Michigan Flyer when making airline reservations for them through Passageways. When booking through Concur, travelers should request Michigan Flyer in the Comment field.

MSU’s Michigan Flyer Program aims to increase convenience for MSU travelers while lowering expenses and reducing environmental impact.

Transit studies have demonstrated that low-emission motor coaches like Michigan Flyer’s are the greenest, most fuel-efficient mode of transportation available, each with the capacity to remove 50 passenger cars from congested roadways and reduce air-polluting exhaust emissions.

Direct billing of Michigan Flyer tickets may only be done in association with airline tickets directly billed through Passageways Travel. These tickets may be rescheduled or cancelled without penalty up to 48 hours before departure.

MSU staff with parking privileges may use the Grand River Parking Ramp #6 on campus at no cost, and then walk one block north to the Michigan Flyer office at the East Lansing Marriott.

For more details on travel policies related to Michigan Flyer, MSU business travelers should visit the MSU Controller’s Office online at <http://ctrl.msu.edu/cotravel/MichiganFlyer.aspx>

MSU personnel who do not use direct billing to purchase their airline tickets through Passageways may continue to purchase Michigan Flyer tickets online at www.michiganflyer.com, and then submit their receipts to MSU for reimbursement.