

University Business Travel

"University travel" for the faculty or staff member is defined as travel that is authorized by the university. For students, "travel" is defined as academic study, an approved employment program, or off-site field placement. An overview of the kinds of information faculty, staff, and graduate students need to know before they can travel for research, on sabbatical, or on other University-related business can be found on the many different websites.

[Travel guidelines](#)

A one-page summary of guidelines each specific to air travel, ground travel, lodging, mileage reimbursement, international travel, and non-employee travel.

- [Air travel](#)
- [Ground travel](#)
- [Lodging](#)
- [Mileage](#)
- [International travel](#)
- [Non-employee travel](#)

[TravelFocus travel agency](#)

The University has negotiated discount pricing with TravelFocus travel agency and encourages faculty and staff to take advantage of university arranged travel discounts whenever possible.

[Online travel resources](#)

Helpful websites and online articles to better prepare university travelers for travel.

- **U-M Benefits Office – Research & Travel**
Information for faculty, staff and students to prepare for research, sabbatical or other university-related business travel.
<http://www.benefits.umich.edu/events/travel/>
- **Global Michigan**
Resources for faculty, staff, and students planning international travel. Links are available to current information on conditions in countries and world regions. The warnings provided are not intended to limit individual decisions, but to help university personnel make informed and prudent decisions.
<http://globalportal.umich.edu/>
- **Federal Aviation Administration (FAA)**
Featuring information on travel advisories, carry-on guidelines, prohibited items, etc.
www.faa.gov/passengers/
- **U.S. General Services Administration (GSA)**
Provides per diem rates specific to major cities (both domestic and foreign). The university uses per diem allowances to cover employee meals and incidentals while on university business

travel status.

<http://www.gsa.gov>

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Source

UM – Procurement Services

UM – Benefits Office

More Information

<http://www.finance.umich.edu/procurement/travelexpense/traveler-resources>

<http://spg.umich.edu/pdf/507.10-1.pdf>

<http://pts.umich.edu/forms/>

<http://www.benefits.umich.edu/events/travel/>

<http://globalportal.umich.edu/>

<http://www.gsa.gov>

www.faa.gov/passengers/