

TRAVEL TIMES

Indiana State University, Office of the Controller

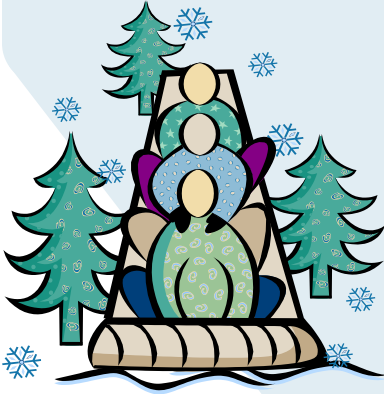
The Travel Department strives to provide excellent service to all of our customers. If you have any comments or suggestions as to how we can better serve you, feel free to contact us.

Teresa Sale // Travel Account Specialist

Teresa.Sale@indstate.edu // Phone: 812-237-3541

Andrea Freeman // Assistant Travel Account Specialist

Andrea.Freeman@indstate.edu // Phone: 812-237-3542



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Travel Reminders!

New to ISU? New to ISU Travel? Whatever your reason, it is the responsibility of all faculty, staff and students to be familiar with and understand ISU policy and procedure with regard to travel for ISU business. We are here to make your transition easy and smooth, so don't hesitate to contact us by phone or email, make time to attend one of our helpful training sessions, and keep an eye out for any updates and changes occurring in the world of travel. We have a lot of information readily available to you on our website which you can access here:

<http://www.indstate.edu/controller/finance/trav-bud/home.html>

Also, we utilize several forms of communication to keep you informed about anything related to ISU Travel. They are:

***Travel Times—Travel Department Quarterly Newsletter**

***Banner Finance List Messages—If you are not signed up, contact our office today and we will be glad to help you.**

***ISU Today-Communications and Marketing Department daily updates**

If you are unable to attend one of our training sessions, we are able to arrange a training session in coordination with your department or you may want to schedule a one on one session in our office or yours.

First and foremost: If you are traveling for ISU you must have a TA (Travel Authorization) and you need to do it *before* you leave campus!

Direct bill as much as you can and minimize your out-of-pocket expenses!

***Orbitz for Business and ALTOUR—airfare**

***Hotels.com—lodging**

***Enterprise Rent-A-Car—now direct billing nationwide!**

Whatever your travel needs, please contact us today and we'll be glad to offer our assistance.



ISU TRAVEL FAIR 2011



Thanks to everyone who was able to attend our second annual Travel Fair!

We appreciate all of you-faculty, staff and students-who took some time out of your busy day to come and see what ISU Travel is all about.

Thanks to all of our partnering vendors who participated too! We appreciate your commitment to ensuring ISU Travel is the best it can be!

We hope you will all join us next year for Travel Fair 2012! Keep watching for details coming very soon.

Safe travels! Go Sycamores!

-Teresa and Andrea

ISU Travel Department





**ISU Travel Department:
Going Places!**

Holiday Travel Myths

#1 The day before Thanksgiving is the busiest day of the year to fly.

Saturday after Thanksgiving is actually busier, but in addition traveling on a Thursday or Friday during the summer is usually worse than the holiday season.

#2 It's too late now to redeem your frequent flier miles for travel on many routes.

Nope! Check your sources for reward availability, watch for tips online through various travel tipsters and blogs such as "Online Travel Review". You may luck out and find something open over the holiday break!

#3 There are more flight delays at Thanksgiving than any other time of the year.

Wrong-O! NPR and USA Today both asked the Department of Transportation to do some research and it was found that it was no different than the average number of flight delays during the rest of the year.

Busiest airports this Thanksgiving will be:

- 1. LAX International in L.A.**
- 2. Chicago O'Hare**
- 3. Orlando International**
- 4. San Francisco International (Orbitz Insider Index)**

(for the complete article and additional details and tips, Budget Travel, www.budgettravel.com, "Thanksgiving Travel Myths Debunked", Sean O'Neill)

Protect your Identity! Passport Shield

Is it time to renew your passport? When it comes time, you'll find out you won't get it back to keep for all your travel memories. You will get a new, high-tech one instead. It comes with a RFID (radio-frequency identification) tag, which stores biometric and other important information about you. Experts say this tag can be "scanned" by certain devices from a distance, which can put you at risk for identity theft. To protect your new passport, you'll want to consider purchasing an RFID-blocking wallet or sleeve.

The new passport has microchips and radio antennas built in that can track your location and send your unique ID number to an electronic reader. This can be read wirelessly by passport control scanners as well as someone who may be looking to steal your identity.

So, the government has built into the covers "RFID shields" which provide the protection you need as long as the cover is closed.

Check your favorite online shopping websites such as Amazon for these protective sleeves for your new passport.

(for the complete article and additional details and tips, Budget Travel, "Your New Passport May Need a 'Shield' ", Sean O'Neill.)

Travel Training

We will have two sessions in
December.

Thursday, December 8, 1:00-3:00 pm
Tuesday, December 13, 1:00-3:00 pm

The sessions are held in Parsons Hall,
Lower Level Room P003

If you would like to attend, please
email Andrea.Freeman@indstate.edu
to reserve your spot today.
Space is limited.

It's the most
wonderful time
of the year....

Let it snow,

Let it snow,

Let it snow!!

Where in the world is Sycamore Sam?

Last time we saw him, he was in Biloxi, MS.

Where is he now???



Watch for the answer in our next issue.

Fall Trivia Answers

World's one minute rainfall record?
July 4, 1956, 1.23 inches of rain fell in Unionville, MD.

Greatest snowfall in a single storm?
189 inches (Silver Lake, CO, April 14-15, 1921)

Largest hailstone?
17.5 inches (Coffeyville, KS, September 3, 1979) weight 1.67 pounds

Fastest tornado winds?
286 miles per hour (Wichita Falls, TX, April 2, 1958)

Highest USA temperature?
134 degrees F/56.7 degrees C, Death Valley, CA, July 10, 1913

Which is safest during a tornado?
A. Inside a car B. Under an overpass
C. In a ditch D. Under a tree

Which type of cloud is most likely to produce rain?
A. Cirrus B. Altocumulus
C. Cirrostratus D. Cumulus

How did you do??
(trivia provided by www.angelfire.com)



WINTER TRIVIA

This famous actor portrayed Frankenstein's monster, but also narrated "How the Grinch Stole Christmas". His voice added just the right "evil" quality to the Grinch and his story.

In "Frosty the Snowman", who brought Frosty back to life?

Who lost \$8,000 in "It's A Wonderful Life"?

In what city did "Miracle on 34th Street" take place?

What is the last ghost called in "A Christmas Carol"?

What holiday drink contains sugar, milk and eggs?

In "A Charlie Brown Christmas", how many cents does Lucy charge for her psychiatric services?

(trivia provided by www.islandpacket.com, www.worldpath.net)

