

TRAVEL AND EXPENSE REPORTING



1. PLANNING

CONFIRM SPONSOR TERMS

- Check KUALI COEUS or the sponsor agreement for Travel restrictions.

INTERNATIONAL PER DIEM

- The specified Per Diem rate can be claimed for each ground day at a location.
- For travel days you are allowed 75% of the Meals and Incidental Expense (MI&E) rate of the destination location.

2. CARD PAYMENT

MIT TRAVEL CARD

- Using an MIT Travel Card? Make sure it is activated and you know your PIN.
- Notify Bank of America or the Travel Office of your Travel Plans.
- Cards not an option? Contact the Travel Office at least two weeks prior to your departure date so individual payment arrangements can be made.

TRAVEL CARD HELP

- Bring your Travel Card Help Number.

If you run into issues using your MIT Travel Card while abroad call BOA directly at 509-353-6656. Have the following information:

- Account Billing Address:** 77 Massachusetts Avenue, Cambridge, MA 02139
- Activation ID:** Your MIT ID number
- Account Phone number:** 617-253-8366
- Account name:** Kathleen McGrath or Kim Harmon

3. DOCUMENTATION

ITEMIZED RECEIPTS

- Expenses in excess of \$75
- Any expense that includes alcohol
- Business Meeting Meals (non MIT attendees)
- Airfare, rail, & hotel expenses
- Comparison economy flight or flight that includes only dates of business travel

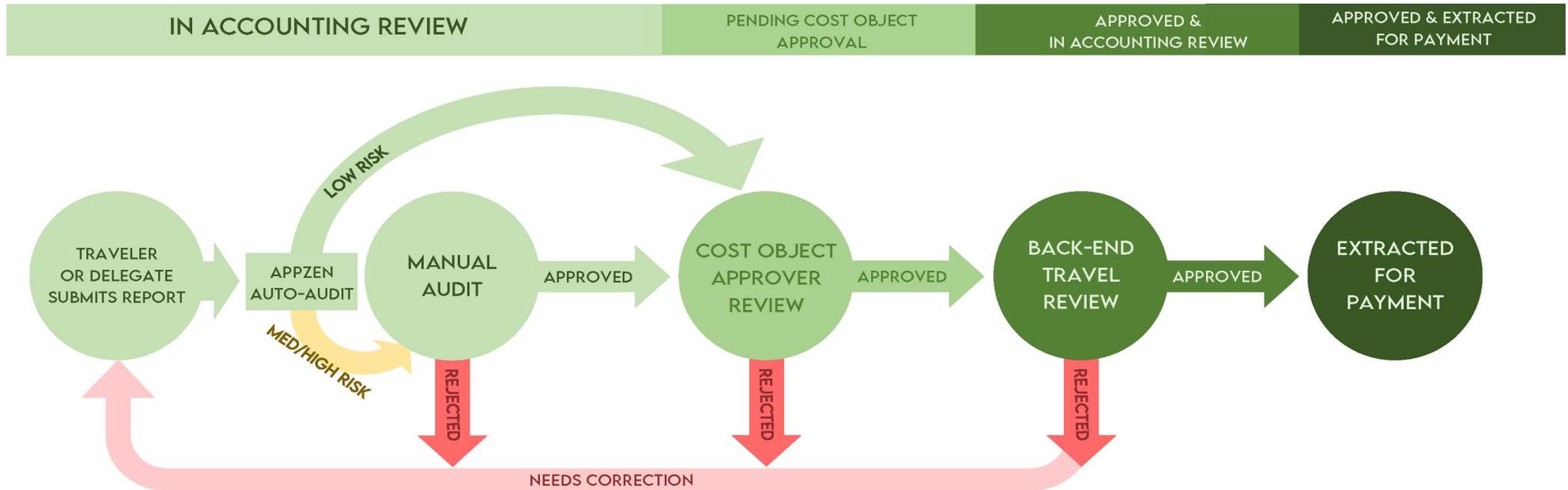
INTERNATIONAL FLIGHTS

- Business Class or Personal Travel
- Comparison economy flight or flight that includes only dates of business travel

4. PROTECTIONS

International Car rentals

5. REPORTING



Travel Reporting

APPLY

Application Process

BOOK

Booking Options

TRAVEL

Required Documentation

REPORT

How-To

PAYMENT

Payment Options

Travel Resources

Email

travelsupport@mit.edu

VPF Travel and Card Services

<http://vpf.mit.edu/travel>

The Travel team is available for small group or individual training.

Safe Travels!



Travel Training

[Travel Policies for the Traveler](#) (Online)

[Travel Policies for the Approver](#) (Online)

[ProCard: Cardholder Training](#) (Online)

In Development

Concur Overview and Demo (Online)