

Travel Policies

Top Ten Preparations for International Travel

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VPF - Travel

International Travel

Before booking international travel:

1. Check funding source.
 - ✧ If it is a sponsored account, check COEUS or the sponsor agreement for Travel restrictions. These may include:
 - a) Get Sponsor Pre-Approval
 - b) Use only U.S. Air Carriers
 - c) Fly Economy Class
 - d) Submit Expense Report at Conclusion of Trip
2. Determine payment method.
 - ✧ Using an MIT Travel Card? Make sure it is activated and you know your PIN.
 - ✧ Seeking Foreign Per Diem reimbursement? Check the rates on the U.S. Department of State's website:
http://aoprals.state.gov/web920/per_diem.asp

International Travel

Pre-booking continued:

3. Destination Banking Infrastructure
 - ✧ If a corporate credit card cannot be used at the destination please contact the Travel Office at least two weeks prior to your departure date so individual payment arrangements can be made.
 - ✧ If you are applying for an MIT Travel Card please remember that it takes 7 business days for the card to arrive after submitting your completed application to the Travel Office.
4. Document Airfare Difference
 - ✧ When business class will be flown obtain equivalent coach fare documentation at time of booking and submit it with your other receipts.
5. Notify Bank of America or the Travel Office of your Travel Plans.
 - ✧ Submit travel dates and destinations to reduce the risk that your card will be declined under the bank's anti-fraud measures.



International Travel

While abroad:

6. 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:

*a) **Account Billing Address:** 77 Massachusetts Avenue, Cambridge, MA 02139*

*b) **Activation ID:** Your MIT ID number*

*c) **Account Phone number:** 617-253-8366*

*d) **Account name:** Kathleen McGrath or Kim Harmon*

7. Rental Car Insurance

✧ Purchase the additional insurance offered at the rental counter under all circumstances when renting a vehicle Internationally (including Canada and Mexico).



International Travel

While abroad (continued):

8. Per Diem Allowance

- ✧ 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.

9. Receipts

- ✧ If a Per Diem is **not** being claimed keep itemized receipts for all expenses in excess of \$75 to attach to your Concur Expense Report . The exceptions to this rule are:
 - a) A **Business Meeting** or a **Meal** with **alcohol**. Itemized receipts are required for these two types of Expenses regardless of price.
 - b) A **Meal** becomes a **Business Meeting** when any non MIT party is in attendance.



International Travel

While abroad (continued):

- ✧ Using the MIT Travel Card **does not** eliminate the need for receipts. You should retain receipts for MIT Travel Card purchases in accordance with MIT's receipt retention policy.

10. Apps for enhanced travel:

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International Travel

TripLink:

- ✧ Email your itineraries and reservations booked outside of Concur to plans@concur.com, and they will be added to your Concur homepage. (Put the traveler's verified email address in the Subject or first line of the email.)
- ✧ Click on the itinerary in your Concur homepage to create an expense report.
- ✧ Integrate TripLink with a complementary Triplt Pro subscription in order to utilize features such as:
 - a) Flight Alerts – text/e-mail alerts for delays or cancellations and helpful reminders
 - b) Point Tracker – access all your frequent traveler points in one place
 - c) Airfare Refunds – alerts you if you're eligible for a refund or credit on U.S. flights

Expenselt:

- ✧ Take photos of your receipts (keep the paper copy!) and the OCR technology can read the receipt and populate data field (amount, vendor name, dates etc – it can even itemize hotel bills for you!



International Travel

Mobile App:

Manage and track business travel

- ✧ Book airfare, hotels and other travel.
- ✧ Manage flight, hotel and car itineraries.
- ✧ Check flight status.
- ✧ Approve travel requests.
- ✧ Change/cancel reservations.
- ✧ Capture receipts with your camera phone. (Keep the paper receipts too!)
- ✧ View credit card transactions and add them to expense reports.
- ✧ Submit and approve expense reports.



Thank you