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:
  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
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)