TRAVEL AND EXPENSE REPORTING
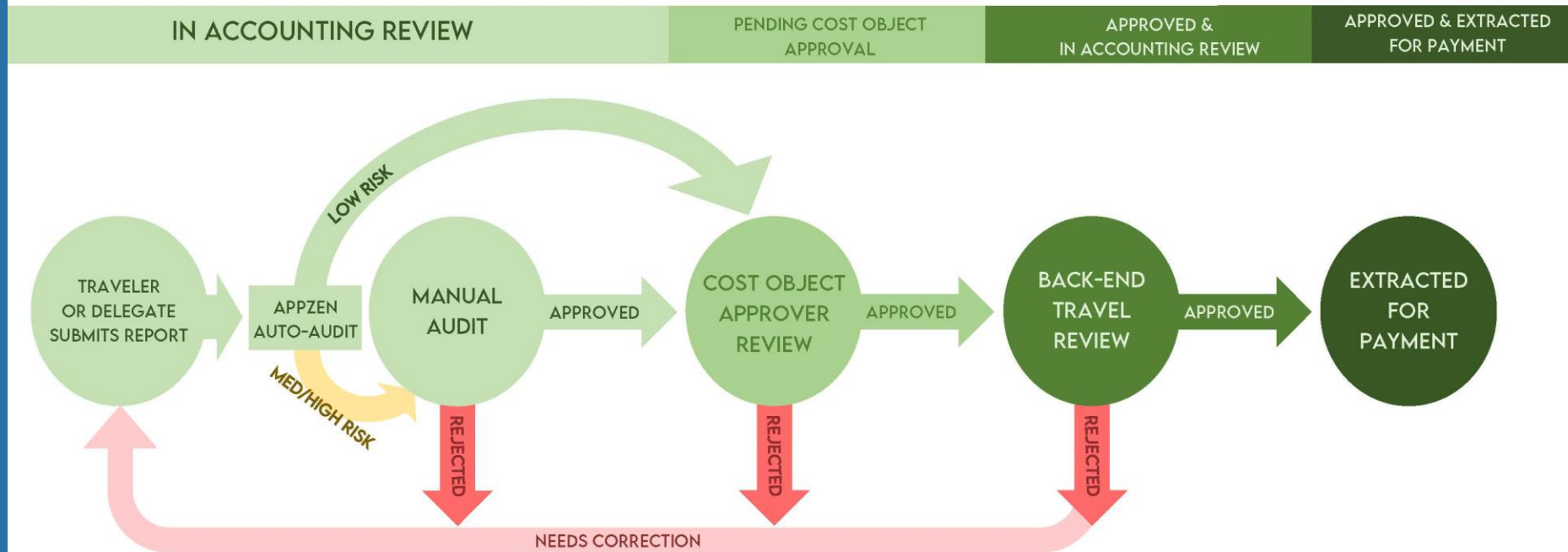
Travel Reporting Update & Review

APPLY — **Application Process**

BOOK — **Booking Options**

TRAVEL — **Required Documentation**

REPORT — **Introduction to Concur Changes**

PAYMENT — **Payment Options**

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Travel

Types of MIT Credit Cards

Individual Travel Card
- Linked to the traveler's Concur profile
- Expenses feed directly to the traveler's profile

Application for Individual Travel Card

Department Travel Card
- Used by department coordinators who book trips for groups
- Card is in the name of the department with the cardholder as the responsible person (line two)
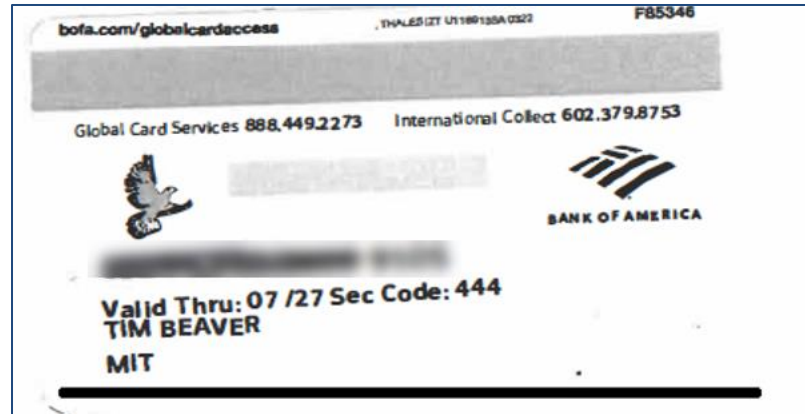
Application for Department Travel Card

Procurement Card
- Goods $3,000 or less
- **Not for travel expenses** or services (see list of restrictions in ProCard training)

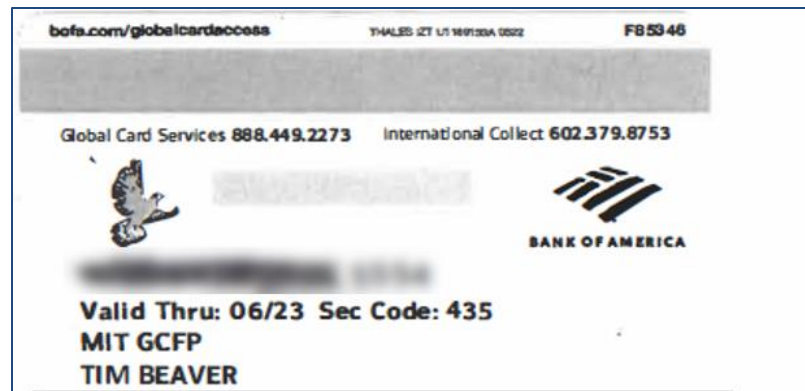MIT | VPF

Travel Card Application

Individual Travel Card

[Application for Individual Travel Card](#)

Department Travel Card

[Application for Department Travel Card](#)

Travel Vocabulary - General

- **Sponsored** (Project WBS) vs. **Non-Sponsored** (Internal Order or Cost Center)

- **Out-of-Pocket expense** vs. **Card Transaction**

- **Guest/Departmental Card** vs. **Individual Card**

- **Reimbursable** vs. **Non-reimbursable**

Roles DB - WBS Cost Object rolesweb.mit.edu

Manual Audit: KC Award Terms Sponsored accounts

	Code	Actions
1	7: Use of US air carriers required for foreign travel	
2	24: All travel requires prior approval whether or not in approved budget	

Terms

▶ show	Equipment Approval Ter...	
▶ show	Invention Terms (1)	
▶ show	Prior Approval Term...	
▶ show	Property Terms (1)	
▶ show	Publication Terms (1)	
▶ show	Referenced Document T...	
▶ show	Rights In Data Terms (2)	
▶ show	Subaward Approval Terms (1)	
▼ hide	Travel Restrictions Terms (3)	

	Code	Actions
1	4: Each foreign trip requires approval, whether or not in the approved budget	
2	22: Traveler must submit report at the conclusion of each foreign trip.	
3	7: Use of US air carriers required for foreign travel	

	Code	Actions
1	55: Exceptions to US-flag carrier requirement may be made under the "Open Skies" Agreement.	
2	70: Standard Agency Terms apply, see https://ras.mit.edu/grant-and-contract-administration/managing-projects/federal-terms-and-conditions/sponsor-terms-2 for details	
3	7: Use of US air carriers required for foreign travel	

Travel team copies *Travel Restriction Terms* and applicable *Prior Approval Terms* and saves it to the expense report.

Office of the Vice President for Finance

Concur Expense

Business Meetings

- Non-MIT attendees

- The purpose of the meeting or topic of discussion

- A list of attendees (names and affiliation)

- Itemized receipts

Meals (Breakfast/Lunch/Dinner)

- All attendees must be MIT staff, faculty or students

Note: Alcohol must be itemized and charged to a non-sponsored account

Airfare Class of Service

MIT travelers may fly only **business** class (or **first** class if business class service is not offered) for:

- All international travel (excluding Canada)

- Domestic and Canada flights where time in-air exceeds 6 hours

Airfare Class of Service (cont.)

Travelers must itemize the lowest available coach fare at the time of booking (providing documentation) and the airfare difference. (TTC provides the equivalent coach fare on its itineraries.)

Unless specifically allowed by the sponsor, the cost of business class/first class may <u>not</u> be charged to sponsored projects. Travelers must allocate the difference to a discretionary cost object.

Concur Expense Guidelines

Expense Reporting

Itemized receipts are required for:

- Any expenses that exceed $75.00

- All business meetings/meals regardless of cost

- All meals with alcohol regardless of cost

- All alcohol purchase regardless of cost

Dos Amigos Restaurant
New York, NY

SALE

12-12-2014   10:32 AM

Batch #:04A2A
APPR CODE:3A6CE
Trace: 9
VISA ****3429

1	Tacos Del Mal Shrimp	14.98
1	Especial Salad Chicken	12.50
1	Fountain Beverage	1.99

Sub-total: 29.47
Sales Tax: 2.50
Total: 31.97

TIP: _____

TOTAL: _____

APPROVED

THANK YOU

CUSTOMER COPY

Expense Reporting (cont.)

Missing Receipt Affidavit

If no itemized receipt is available, and an attempt has been made to obtain one, you should:

- Fill out and attach a Missing Receipt Affidavit
- Change the expense type to a "non-recoverable expense"
- Allocate it to a discretionary cost object if under a sponsored project

https://web.mit.edu/lns/services/Missing_Receipt_Affidavit_0.pdf

Itemizations

- Airfare / airfare difference
- Alcohol from any expense
- Meals from hotel expenses

Travel Insurance

- Not permitted
- One-time exceptions:
  - -Require written DAF approval
  - -Update the expense to non-recoverable
  - -If applicable: allocate to a non-sponsored account

Report Header

Policy	Report Date	Report Name	Report Key
MIT US Expense Policy	11/15/2023	Viana-New-Zealand-March2024	652334

Employee Name	Trip Purpose	Benefit of Project	Report Id
Viana, Javier	Conference	Necessary to carry out sponsored pr	F95537A1C75E48ACA745

Report Currency	Receipts Received	Submit Date	Approval Status
US, Dollar	Yes	04/25/2024	In Accounting Review

Payment Status	Limit Approved (Authorized Approver)	Cost Object	Trip Start Date
Not Paid		(6948686) COMPLETING KEP	03/15/2024

Trip End Date	Destination	Trip Classification	Traveler Type
03/22/2024	Christchurch, NZ	International	

Comment	Home Department	Has Medical Exception
	10000544:Kavli Inst for Astrophysics & Space Rsr	

Project WBS Restrictions

Do <u>not</u> use funds from a sponsored project for the following:

Trip Purposes

- Fundraising
- Resource development
- Retreats
- Prospective student visits

Expense Types

Alcohol

Gifts

Upgrade fees or airfare difference

Entertainment – other

Non-recoverable expenses

Misc. promotional expense

Tips/Gratuities

Written approvals are required for any budget changes.

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Payments

Direct Deposit
- Individual Profile with Direct Deposit set up through Atlas

Check
- Guest Profile
- Individual Profile without Direct Deposit set up through Atlas

International Wire
- Guest Profile
- Travel office approval required

Payments

Direct Deposit

- Report must be submitted from the Individual Concur Profile
- Direct Deposit must be set up through Atlas prior submitting the travel

Check

- Concur Guest Profile
- Individual Profile without Direct Deposit set up through Atlas

International Wire

- Add the wire information to the **report header** as noted below.
- Send an email requesting the wire to travelsupport@mit.edu with the report key (Don't include the wire information in the email).
- If the report is returned make sure the most recent comment is noting that a wire is requested.

Amount of Wire: $
Payee Name (exactly as on bank account):
Bank Account/IBAN #:
Currency:
Bank Name:
Bank Address (full street address):
ABA Bank #/Swift Code #/or Chips #:
Report Key:

The travel staff accountant will reach out if more information is needed and will send a confirmation.

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Common Send-Back Reasons

- Benefit of Project (Report Header)

- Business Meeting/Meal vs. Meal **(Breakfast, Lunch, Dinner)**

- Alcohol not itemized

- Meals on hotel bill - need confirmation that no alcohol included

- Missing receipts/missing itemized receipts

- Car/travel insurance not allowed

- Missing comments on miscellaneous expenses - other fees, materials, incidentals

- Business/first class airfare or upgrade fees not itemized

- Personal travel or detours from the original destination

Travel Training

Travel Policies for the Traveler (Online)

Travel Policies for the Approver (Online)

ProCard: Cardholder Training (Online)

Email

Travel Support Email

travelsupport@mit.edu

- ProCard Support Email

  procard@mit.edu

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