

# TRAVEL AND EXPENSE REPORTING

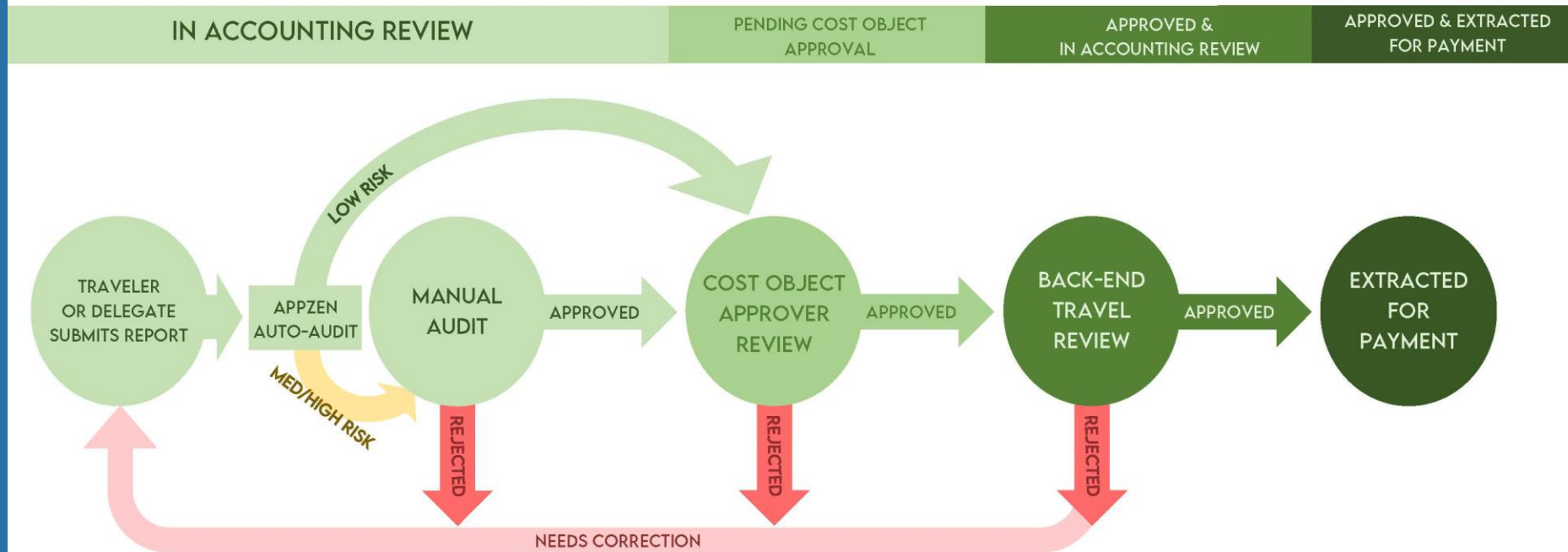


Office of the  
Vice President  
for Finance

# Travel Reporting Update & Review

<b><u>APPLY</u></b>	Application Process
<b><u>BOOK</u></b>	Booking Options
<b><u>TRAVEL</u></b>	Required Documentation
<b><u>REPORT</u></b>	Introduction to Concur Changes
<b><u>PAYMENT</u></b>	Payment Options

# 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](#)

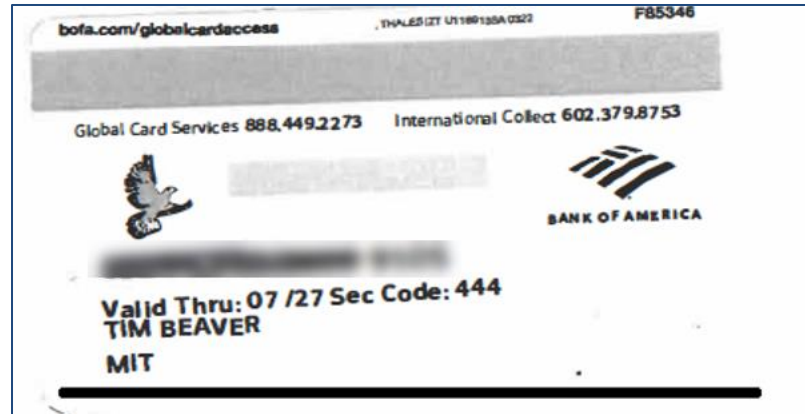
## Procurement Card

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

# Travel Card Application

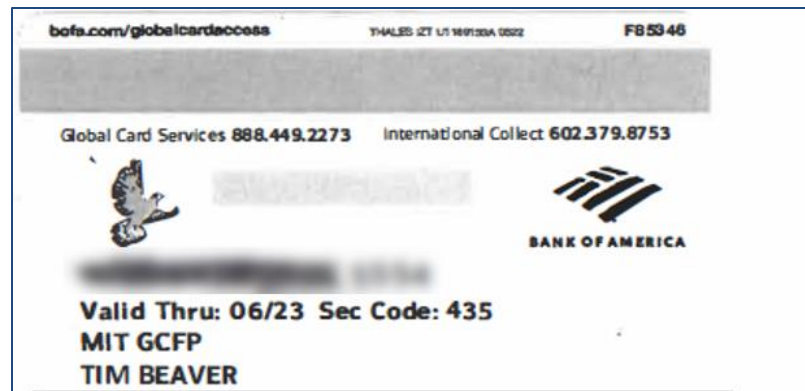
## Individual Travel Card

[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



### Roles DB Info on Cost Object

#### Cost object

Code: P6944402 (Project WBS) [\(Show position in Prof. Center/Cost hierarchy\)](#)  
Name: Covid-19: A Federated Covid-Rich Icu Dat  
Supervisor: Mark /Roger G E25-505  
Addressee: Ketchen /Abigail R E25-510

#### Profit Center

Code: PC061901  
Name: Institute For Medical Eng. And Science

#### Fund

Fund: F6944402 [\(Show position in Fund Center/Fund hierarchy\)](#)  
Fund Center: FC209260

#### Miscellaneous

Rel. strategy: Model 4 [\(See more info. on P6944402 from Warehouse\)](#)  
Start/end date: 09/30/2020 - 09/28/2023  
Term. code: (none) [\(Show department and Primary Authorizers\)](#)  
Company code: CUR  
Admin. flag: FC (Faculty administered)

Who can: [spend or commit](#) [report](#) [COUPA report](#) [approve](#) [invoice](#) [travel-approve](#) [Concur-approve](#) on F6944402/P6944402?\* (excluding people who are authorized on all funds/cost objects)

Who can perform Payroll-related functions?\* [Part 1 - by PCCS hierarchy](#) [Part 2 - by PMIT hierarchy](#)

rolesweb.mit.edu/webroles.html. You need [secure web certificates](#) from the MIT Certificate Server and a special [viewing authorization](#) to view SAP authorizations.

# Manual Audit: KC Award Terms Sponsored accounts

The screenshot shows a web application interface. On the left, a sidebar lists various terms with expand/collapse icons: Equipment Approval Terms, Invention Terms (1), Prior Approval Terms, Property Terms (1), Publication Terms (1), Referenced Document Terms, Rights In Data Terms (2), Subaward Approval Terms (1), and Travel Restrictions Terms (3). The 'Travel Restrictions Terms (3)' is expanded, showing a table with the following data:

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.

A green arrow points from the '7: Use of US air carriers required for foreign travel' entry in the sidebar to a larger, detailed view of this term on the right. This detailed view shows a table with the following data:

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 <a href="https://ras.mit.edu/grant-and-contract-administration/managing-projects/federal-terms-and-conditions/sponsor-terms-2">https://ras.mit.edu/grant-and-contract-administration/managing-projects/federal-terms-and-conditions/sponsor-terms-2</a> 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.



# 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 not 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



# 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/Ins/services/Missing\\_Receipt\\_Affidavit\\_0.pdf](https://web.mit.edu/Ins/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 MIT US Expense Policy ▼	Report Date 11/15/2023	Report Name Viana-New-Zealand-March2024	Report Key 652334
Employee Name Viana, Javier	Trip Purpose Conference ▼	<u>Benefit of Project</u> Necessary to carry out sponsored pr	Report Id F95537A1C75E48ACA745
Report Currency US, Dollar	Receipts Received Yes ▼	Submit Date 04/25/2024	Approval Status In Accounting Review
Payment Status Not Paid	<input type="checkbox"/> Limit Approved (Authorized Approver)	Cost Object (6948686) COMPLETING KEP ▼	Trip Start Date 03/15/2024 📅
Trip End Date 03/22/2024 📅	Destination Christchurch, NZ	Trip Classification International ▼	Traveler Type ▼
Comment 	Home Department 10000544:Kavli Inst for Astrophysics & Space Rsr	<input type="checkbox"/> Has Medical Exception	



# Project WBS Restrictions

**Do not 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.**

# 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

Atlas

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Search for Applications or People

MENU

MY PROFILE  
Personal Information  
Settings and Authorizations  
Manage Your ORCID

MY BENEFITS  
Benefits  
Commuting Benefits  
Discounts and Perks

MONEY MATTERS  
Paystubs  
W-2s  
Tax Withholding

**Direct Deposit Preferences**

Charitable Contributions

Need in-person assistance?  
Visit the [Atlas Service Center](#)

### Direct Deposit Preferences

#### Payroll Direct Deposit

Main Account for Direct Deposit

Bank Name: [REDACTED]  
Account Type: Checking  
Routing #: [REDACTED] Account #: [REDACTED]

#### Expense Reimbursements

Reimbursement Preference

Bank Name: [REDACTED]  
Account Type: Checking  
Routing #: [REDACTED] Account #: [REDACTED]

## Check

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

Create New Report

Policy: MIT Guest User Expense Policy

Report Date: 09/16/2024

Report Name: \*

Guest Traveler Type: \*

None Selected

Trip Purpose: \*

None Selected

Benefit of Project: \*

None Selected

Report Total: \*

Cost Object: \*

Trip Start Date: \*

MM/DD/YYYY

Trip End Date: \*

MM/DD/YYYY

Destination: \*

Trip Classification: \*

None Selected

Guest Name: \*

Guest Address: \*

Guest City: \*

Guest Country: \*

Guest State: \*

Postal (ZIP) Code: \*

# International Wire

- Add the wire information to the **report header** as noted below.
- Send an email requesting the wire to [travelsupport@mit.edu](mailto: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.

# 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](mailto:travelsupport@mit.edu)

• ProCard Support Email

[procard@mit.edu](mailto:procard@mit.edu)

 Office of the Vice President  
for Finance