09/08/2025

Aeronautics & Astronautics Travel Guidelines for Faculty/Staff

☞ **Note: failure to adhere to these guidelines may result in personal financial loss.**

☞ **Failure to submit travel receipts within 10 days of return is an audit concern (see below)**

Pre-travel

- Before your first trip, complete this training: http://web.mit.edu/training/course.html?course=ADM64055w&sys=PS1 You will receive an automated email once you have completed it. Please forward that email to your PI's admins assistant so they can confirm you have completed this training.
- Before making any travel arrangement: check with the Research Administrator about allowability of the trip and potential restrictions such as travel dates, airlines, destinations, class of airfare or seating
- Anyone (student, faculty, and staff) traveling for MIT-business should register their travel in MIT's Travel Registry. By registering MIT-related travel data, the Institute is better able to locate and contact travelers in case of an emergency. Travelers also have the option to register personal travel. More details about when, how, and why to register can be found here: https://globalsupport.mit.edu/travel-safety-abroad/safety-abroad/registering-travel-with-mit/.
- The MIT Travel Registry itself is found here: https://travel.mit.edu/ and can also be accessed through Atlas and the Atlas mobile app.
- Obtain the appropriate cost object number(s) (account #s). The report may be done either by you or your supervisor's Admin Asst
- Large expenses such as your airfare and conference registration may be paid by a dept credit card: ask your Supervisor's Admin Asst
- If you choose to pay for costs personally prior to the actual trip such as conference registration, etc. you may not be reimbursed until the trip has been completed and the travel report has been approved
- MIT faculty, staff and students who rent vehicles for MIT-related business in the United States are strongly encouraged to use Avis/Budget and Enterprise/National rental agencies for which MIT has corporate agreements, these suppliers have multi-year contracts in place with MIT that feature negotiated pricing, terms, and conditions
- MIT Travelers may find it convenient to add on personal travel to the start, or the end of the trip and sometimes both. While MIT/the Department will work to facilitate the non-MIT travel elements of trips (by selecting, for example different flights), this should be regarded as a courtesy. Responsibility to document clearly the personal travel lies with the traveler, and they are required to cover the other elements from their own funds. In the case of any ambiguity the traveler will be responsible for all additional costs. Also note that the expenses on An MIT Travel Card must be MIT business-related, so any personal adjustments to the itinerary must be borne on a personal card.

During the Trip

- Save all your receipts. Any single transaction over $75 USD must have an itemized receipt which is required to be submitted with your travel report.
- Costs not allowed, such as toiletry items, medication, movies, etc. should be deducted from your reimbursement and marked as personal on the travel report.
- Unallowable on research funding: alcoholic beverages, business-class or first-class airfare, and seating upgrades.
- Per diem rates for domestic travel need pre-approval from travel office. Otherwise actual costs are required.

- For car rentals in the USA, don't take any optional equipment (such as GPS) or insurance, as MIT won't reimburse these. Use MIT's partner rental companies, with which MIT has contracts that automatically cover insurance for business travelers, when the MIT corporate number is applied to the rental: Avis # A491400 and Budget # T240290 For car rentals in Alaska or outside the US, you can buy the optional insurance and MIT will reimburse that.
- These guidelines are only a summary of AeroAstro travel process. For full info, see: vpf.mit.edu/site/travel

Post-Travel

- Decide if you want to do the expense report yourself in Concur (reimbursement will be direct deposited into your bank account). Otherwise, it will take up to 5 days for the Admin Asst to do this, and you will have to wait for a paper check.
- Assemble all your original receipts (identify, such as meal, if not obvious) and the AeroAstro Travel Expense Cover Sheet (see below) if you filled this out. Bring these to the Admin Assistant.
- Scan all your receipts, and either upload to your Concur Report, or email to Admin Asst to prepare the report for you.
- If the Admin paid anything for you on his or her MIT Travel Credit Card, send him or her the scans for those in a separate file as a separate travel report will be submitted.
- Please note that your completed travel report is reviewed first by MIT travel office, prior to the approval of the Research Administrator, so be sure your travel has been approved by your supervisor and costs are properly distributed.
- The Admin Asst's and Research Administrator's processing turnaround time does not include the processing time of MIT travel office. As a result report approval time may differ on a case by case basis.
- Per audit guidance, travelers must submit all receipts/expenses within 10 working days of completing travel. [MIT Link on required documentation]
- We recognize that delays may occasionally occur, due to unforeseeable circumstances.
  However, all parties must do their best to adhere to these deadlines. Failure to comply may result in the following:
  - Written notifications of concern to parties responsible for delays, including supervisor notification
  - Suspension or cancellation of travel cards for travelers with persistent breaches.

Additional instructions if doing a Concur Expense Report by yourself

- Upon completion of your trip, you must submit an Expense Report within a month of the end of the trip via the Concur travel web site concur.mit.edu/concur. You need a Kerberos ID to sign in.
- Add your Supervisor's Admin Asst as a Delegate in your Concur profile. Allow all access so he or she can see everything in your reports. You can bring your laptop by his or her desk if you'd like assistance setting this up.
- In the Report Name box at the Report Header, put at least your destinations and dates (such as, Chicago July 2024).
- In the main Comment box at the Report Header, include at least the following information: Trip Purpose (i.e. attending SIAM conference, presented paper) and Benefit to Research (i.e. gained information about x project, met with project collaborators regarding x, it impacted my research in x way) or use the attached AeroAstro form to give this info, and include with receipts.
- When you're done, don't hit the Submit button: just email to your Supervisor's Admin Asst asking them to review the report online

Aeronautics & Astronautics Travel Expense Cover Sheet

Name of Traveler:

Dates of Travel:

Destination(s):

Purpose(s) of Trip:

Benefit to Research (if charged to a research account):

Other comments (ex. Clarifying reason for distribution to multiple accounts, paying expenses for another traveler, sponsor to reimburse):