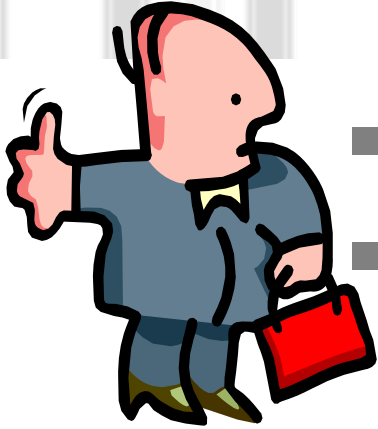


The New,
Improved
Travel Policy
@ MIT

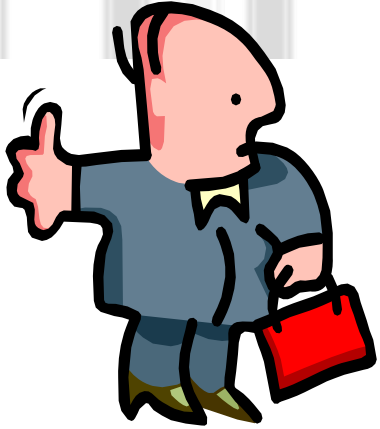
Get “On the Road Again” with Confidence

Agenda



- Important, Miscellaneous Changes
- Rules of Thumb
 - Business Class Travel
 - Car Rental Information
 - Daily Expenses
 - Approval Authority
- Reminder & For Further Information...

Important, Miscellaneous Changes



- **Group Trips**
 - Discouraged - No more than 20 students on any given aircraft

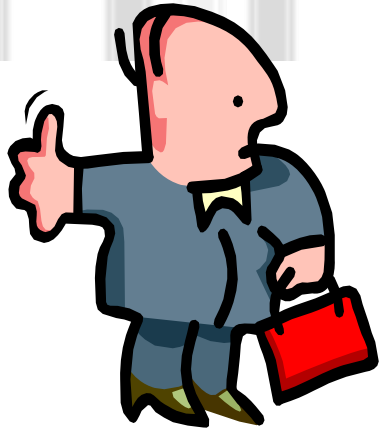
- **Phone Calls**
 - Business travelers will be reimbursed for personal phone calls allowing them to stay in reasonable contact with their families

Important, Miscellaneous Changes



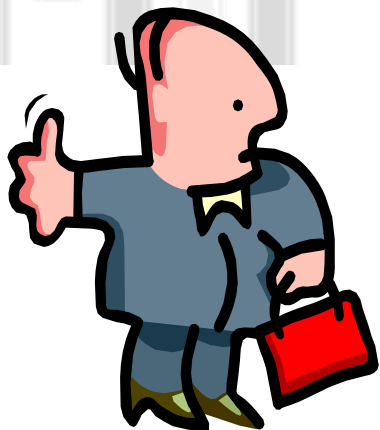
- **Rail travel**
 - Reimbursable if the total cost of the trip is comparable to lowest available coach airfare
- **Travel Advances**
 - Travel advance requests must be received by the Travel Office at least *four business days* before the advance is to be picked up.
- **Meeting Food & Beverage Expenses**
 - *Not recoverable* from the Federal Government unless they are allowed by the specific award
 - Alcoholic beverages must be segregated and charged to an appropriate non-federal, departmental account
 - See policy for submission requirements

Business Class Rules of Thumb



- For Foreign Travel, **business class** travel is still approved to destinations outside North America
- For Domestic Travel, there are two ways to travel **business class**:
 - Six Hour Rule
 - If a flight has a scheduled, in-air flying time greater than six hours and/or 2) if any part of a round trip airfare is in excess of six hours
 - Unreasonable Accommodations
 - If circuitous routing, travel during unreasonable hours, excessively prolonged travel, additional costs that would offset transportation savings or accommodations not reasonably adequate for the traveler's medical needs

Rental Car Rules of Thumb



Agencies

- Use Institute approved rental agencies
 - Agencies, insurance coverage detailed on Travel website
 - Use of rental cars with outside agencies strongly discouraged due to liability issues
- Use of a private vehicle *to transport equipment* is strongly discouraged due to liability issues
- Personal & leisure use of rental cars beyond the dates for reimbursable travel are not covered by MIT

Accident Reporting

- Travel website has details on reporting accidents for assurance of full coverage

15-Passenger Vans

- The use of 15-passenger vans is not an approved travel expense unless authorized by the Office of Insurance.

Daily Expenses Rules of Thumb



1. Required receipt submittal

- Airfare
- Car rental expenses
- Any single expenditure in excess of \$75

2. Food & Lodging receipt submittal

- Two ways to document: Actual & Per Diem

Actual Expenses

- Short term, domestic travel
- Submit original receipts for hotel accommodations and any food receipts in excess of \$75.

Per Diem Expenses

- Long term, domestic travel with prior Travel Office approval
- Foreign travel (no approval needed)
- Payment of a flat sum to cover food, lodging and incidental expenses
- Check the Travel Office website to understand the cost of living in an area before setting per diem rate

International Travel Rules of Thumb



- **Travel Risk Policy**
 - Refer to if planning travel to a country in which an advisory has been issued.
- **Student Foreign Travel**
 - Through special Institute programs should refer to the specific program guidelines prior to making any travel arrangements.
- **Health Insurance Coverage**
 - MIT travelers must maintain their own personal health insurance and should confirm coverage limitations, if any, while traveling abroad, with their health plan administrator prior to departure.

International SOS Program

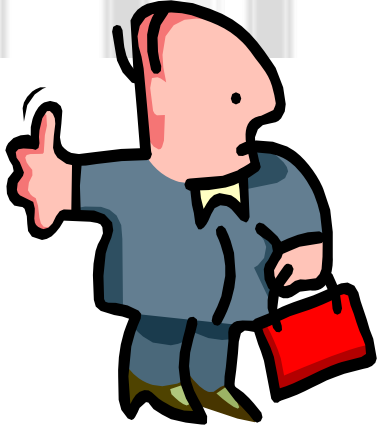


MIT's International SOS Program Provides:

- **Emergency Medical and Security Evacuation services** for *faculty, staff and students* who are traveling abroad on MIT business.
- **24-hour Alarm Centers**, international clinics and remote-site medical facilities covering five continents.
- **More Information** about program services can be found through the **Insurance Office web site** at:
<http://controllers.mit.edu/site/content/view/full/394>

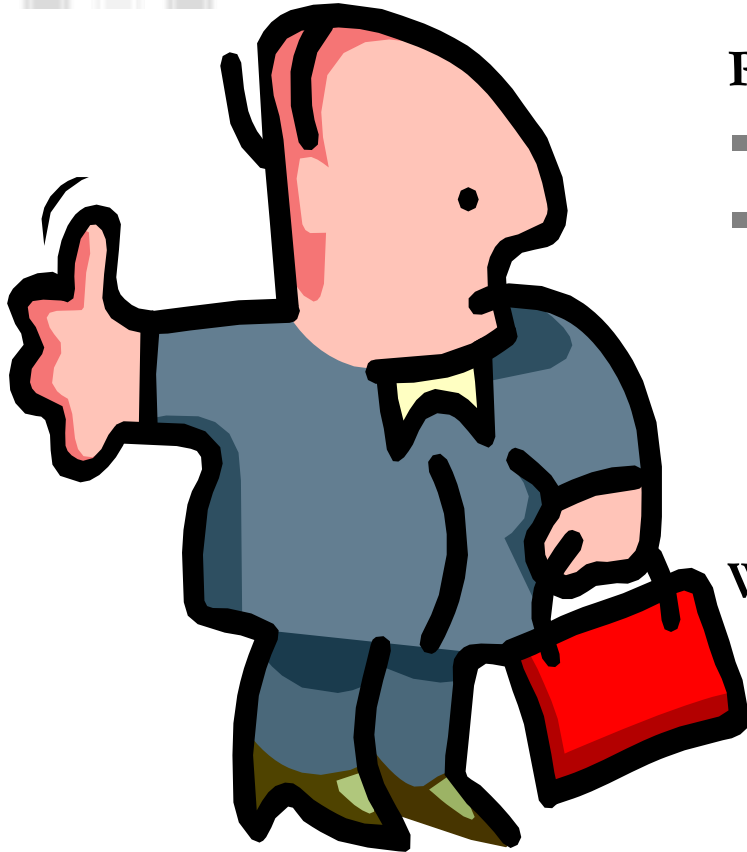
Contact Insurance Office for more details & a membership card

Approval Authority Rules of Thumb



- **Approver**
 - May not be traveler
 - Must have travel approval authorization on the cost object being charged
 - Must ensure compliance with MIT's travel policy
- **Responsibility**
 - Must verify that:
 - All original receipts are attached
 - Travel expense meets applicable sponsor guidelines
 - Travel expense was incurred while conducting official MIT business
 - Documentation is attached for any unusual circumstances or missing original receipts

Reminder & More Information



Please remember:

- Institute-wide Travel Policy
- Individual departments or laboratories can adopt more restrictive policies and procedures

Website:

<http://controllers.mit.edu/travel>

Happy trails to you...