



Travel Signatory Authorization

Note of Approval for Student Organization Concur Submissions

I approve the travel expenses associated with this report.

Name of Person being reimbursed: _____

Report Key***: _____

Total Amount Approved: _____

Cost Object: _____

Financial Signatory Name and Signature: _____

Instructions:

- 1) Concur is a certificate-required system; only MIT Affiliates may use this system. Individuals may only submit personal reimbursements; this system may not be used to reimburse someone else. Non-MIT travelers must complete a Travel Voucher. <http://studentlife.mit.edu/sao/finance/forms>
- 2) MIT Affiliate should first create a Concur expense report using the information and approvals provided by a Financial Signatory of the group the student group. All receipts should be attached at this time. [Atlas.mit.edu/Travel](http://atlas.mit.edu/Travel)
- 3) MIT Affiliate should provide a *MIT Detailed Report with Allocation Summary* to the Financial Signatory of the student group (available through the Print/Email dropdown).
- 4) Financial Signatory should approve by providing the MIT Affiliate an e-signed copy of this form. Report Key*** is listed in the header of the *MIT Detailed Report with Allocation Summary*.
- 5) MIT Affiliate should attach completed approval form as a receipt image to any expense (available through the Receipts dropdown) and submit report.