

# Travel

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MIT Travel is defined as travel by any member of the MIT community on MIT business. MIT business is defined as any program or activity that is required or run by MIT or financially supported through any MIT account, including Student Organizations accounts.

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\*Processing Travel through Concur is a Reimbursement process

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For Domestic and International Travel policy please see the SOLE website:

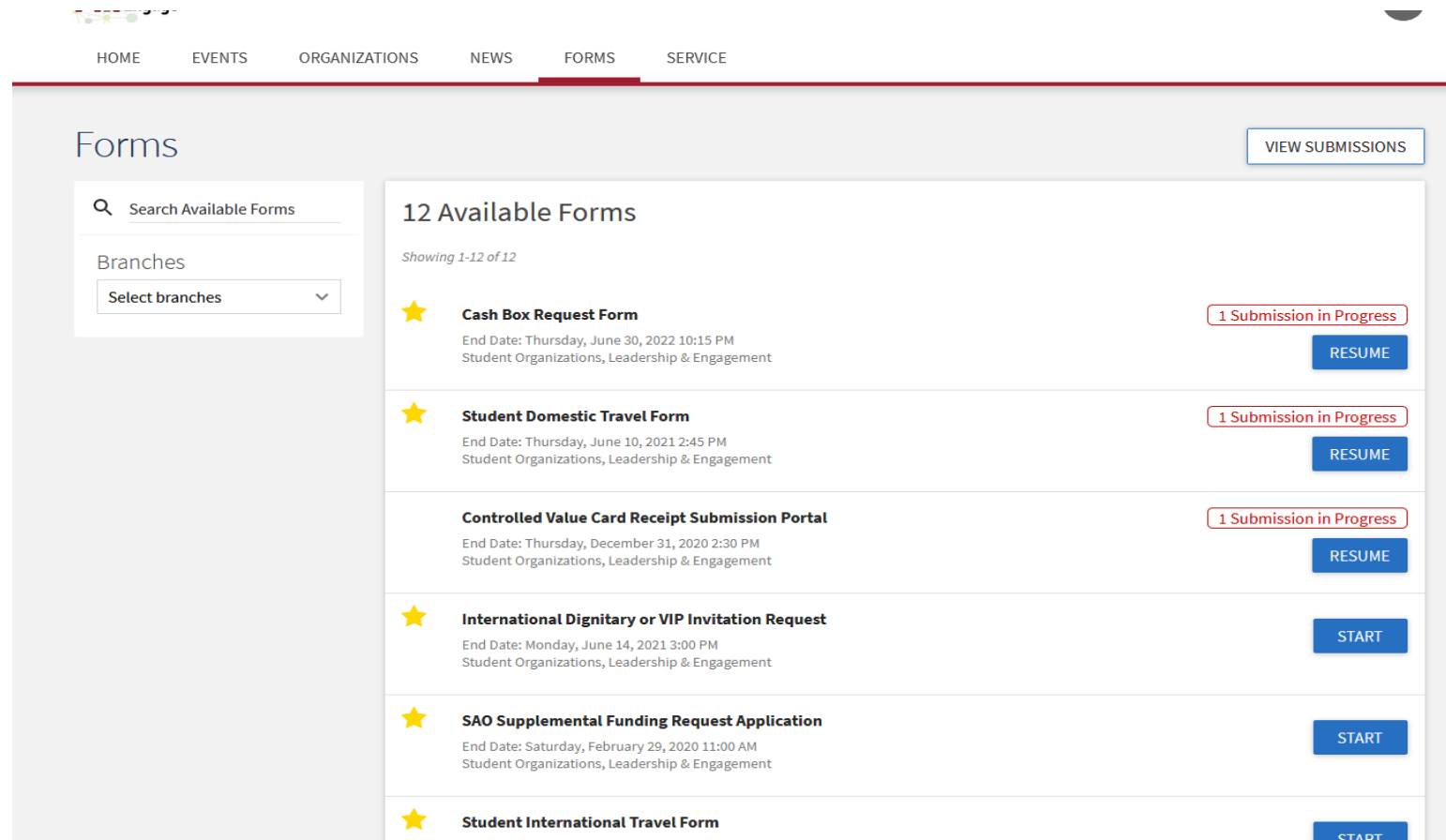
◦ [Http://studentlife.Mit.Edu/sole/policies](http://studentlife.Mit.Edu/sole/policies)

Travel cannot be processed through the RFP system

\*Student organization travel that is less than 25 miles outside of the greater Boston area and/or inside of the route 95 corridor (within the Boston and surrounding areas) do not need to register the trip

\*If CSC please note that you still need to register if it is for a Competition

**REGISTER YOUR TRIP IN ENGAGE (2 WEEKS FOR DOMESTIC AND 3 WEEKS FOR INTERNATIONAL) BEFORE YOU TRAVEL, YOU WILL NOT BE REIMBURSED UNLESS YOUR TRIP HAS BEEN REGISTERED IN ENGAGE: <https://engage.mit.edu/forms>**



The screenshot shows the MIT Engage Forms page. At the top, there is a navigation bar with links for HOME, EVENTS, ORGANIZATIONS, NEWS, FORMS (highlighted), and SERVICE. Below the navigation bar, the page title is "Forms" and there is a "VIEW SUBMISSIONS" button. On the left side, there is a search bar labeled "Search Available Forms" and a "Branches" dropdown menu with "Select branches" and a downward arrow. The main content area displays "12 Available Forms" and "Showing 1-12 of 12". The first five forms listed are:

- Cash Box Request Form**: End Date: Thursday, June 30, 2022 10:15 PM. Student Organizations, Leadership & Engagement. Status: 1 Submission in Progress. Button: RESUME.
- Student Domestic Travel Form**: End Date: Thursday, June 10, 2021 2:45 PM. Student Organizations, Leadership & Engagement. Status: 1 Submission in Progress. Button: RESUME.
- Controlled Value Card Receipt Submission Portal**: End Date: Thursday, December 31, 2020 2:30 PM. Student Organizations, Leadership & Engagement. Status: 1 Submission in Progress. Button: RESUME.
- International Dignitary or VIP Invitation Request**: End Date: Monday, June 14, 2021 3:00 PM. Student Organizations, Leadership & Engagement. Button: START.
- SAO Supplemental Funding Request Application**: End Date: Saturday, February 29, 2020 11:00 AM. Student Organizations, Leadership & Engagement. Button: START.

The sixth form, **Student International Travel Form**, is partially visible at the bottom of the list with a "START" button.

For CSC please register your trip in Do Sports Easy  
<https://clubsports.mit.edu/for-athletes/join-a-club/>

The screenshot shows the MIT Club Sports website interface. At the top left is the "Club Sports" logo with a bicycle icon. At the top right is a "Log In" button. Below the header is a navigation bar with "ACTIVE CLUBS" on the left and "EVENT CALENDAR" on the right. The main content area is a grid of 16 club cards, each featuring a representative image, the club name, and three menu items: "Registration", "Roster", and "Events".

Club Name	Registration	Roster	Events
Alpine Skiing	Registration	Roster	Events
American Jiu-Jitsu	Registration	Roster	Events
Archery	Registration	Roster	Events
Badminton	Registration	Roster	Events
Cheerleadir	Registration	Roster	Events
Cricket	Registration	Roster	Events
Curling	Registration	Roster	Events
Cycling	Registration	Roster	Events
Figure Skating	Registration	Roster	Events
Golf	Registration	Roster	Events
Gymnastics, Men's	Registration	Roster	Events
Gymnastics Women's	Registration	Roster	Events
Ice Hockey, Men's	Registration	Roster	Events
Ice Hockey, Women's	Registration	Roster	Events
Judo	Registration	Roster	Events
Kickboxing	Registration	Roster	Events

\*

MIT Travelers are required to electronically submit an expense report via concur, MIT's online expense reporting system, within 30 days after the completion of a trip

The expense report is necessary to request reimbursement for out-of-pocket expenses

Travelers must provide itemized receipts and proof of payment for expenses over \$75.00

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In order for reports to be processed and a reimbursement to be issued, the Financial Signatory, as designated in the Roles Database or Engage, must fill out the Financial Signatory Approval Letter which is found in the forms section of the SOLE website, and attached to the voucher with receipts:

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: \_\_\_\_\_

**\*THE FINANCIAL SIGNATORY AND TRAVELER CANNOT BE THE SAME PERSON**

**DIRECT DEPOSIT**: If a traveler is set up for direct deposit through HR/Payroll, reimbursement for travel expenses submitted via the MIT online expense reporting system will be paid via direct deposit to the same bank account on record with HR/Payroll

# Engage-Financial Signatories

To find a Financial Signatory for your club please check the Engage website:


<https://engage.mit.edu/>

The screenshot shows the MIT Engage website homepage. At the top left is the MIT Engage logo. To the right is a navigation menu with links for HOME, EVENTS, ORGANIZATIONS, NEWS, FORMS, and SERVICE. Further right are a grid icon and a circular profile icon with the letter 'R'. Below the navigation is a search bar with the placeholder text "Search Events, Organizations, and News Articles". The main content area is titled "Explore Massachusetts Institute of Technology". Underneath, there is a "Memberships" section with two cards: "Student Officer Leadership Committee" and "Student Organizations, Leadership & Engagement". Below that is an "All Events" section with a "VIEW MORE EVENTS" button. The events section displays four event cards: "Organizational Officer Financial Training - Spring 2020" (Feb 11, 5:30PM EST, 1-190), "How To Adult - Dating 101" (Feb 13, 12:00PM EST, W20 - Coffee House Lounge), "2022 Ring Premiere" (Feb 14, 7:00PM EST, Kresge), and another "Organizational Officer Financial Training - Spring 2020" (Feb 20, 5:30PM EST, 1-190). The event cards feature images of Scrabble tiles spelling "FINANCE" and a person celebrating.

# SOLE's Home Page



## Student Organizations, Leadership & Engagement

 Member Since September 2018

Whether you are looking to join an organization or grow your skills as a student organization leader, or whether you are looking to learn more about the intersections of identity and dive deeper into your own cultural heritage, the Student Organizations, Leadership & Engagement Office is here to support you. From financial transactions and organizational budgeting to large-scale concerts or small craft nights, we have staff and interns who know the resources and opportunities that are best suited to enhance your work. Come in and chat with us, and we'll help you make great things happen!

### Contact Information

**E:** SAO-STAFF@MIT.EDU




### Additional Information

**Main Account Number**

Not Applicable

**Office Space**

Not Applicable

 [MANAGE ORGANIZATION](#)

 [CONTACT](#)

# Next Step

☰ Student Organizations, Leadership & Engagement

















## Student Organizations, Leadership & Engagement

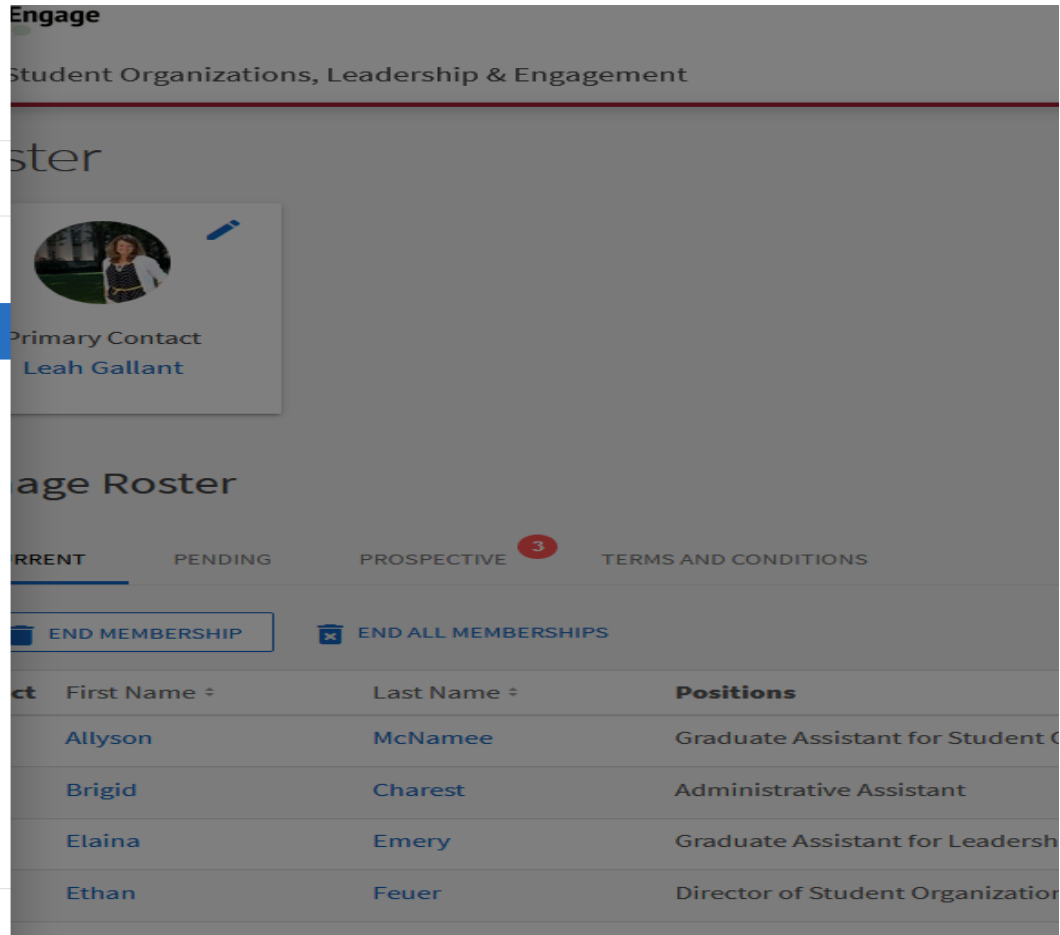
10 Members

Primary Contact: Leah Gallant



# Side Bar

-  Student Organizations, Leadership & Engagement
-  Home
- Organization Tools 
-  Roster
-  About
-  Events
-  News
-  Gallery
-  Documents
-  Forms
-  Elections
-  Finance
-  Service Hours
-  Action Center Home



Engage

Student Organizations, Leadership & Engagement

ster

Primary Contact  
Leah Gallant

age Roster

CURRENT PENDING PROSPECTIVE 3 TERMS AND CONDITIONS

END MEMBERSHIP END ALL MEMBERSHIPS

First Name	Last Name	Positions
Allyson	McNamee	Graduate Assistant for Student C
Brigid	Charest	Administrative Assistant
Elaina	Emery	Graduate Assistant for Leadersh
Ethan	Feuer	Director of Student Organization

# CONCUR

https://www.concursolutions.com/travelhome.asp

**SAP Concur** | Travel | Expense | Approvals | App Center | Profile |

**MIT** Massachusetts Institute of Technology

Hello, Mary

**+ Start a Report** | **+ Enter Reservation** | **+ Upload Receipts** | **00 Required Approvals** | **00 Available Expenses** | **00 Open Reports**

### TRIP SEARCH

**Important Notice – Refundable/Changeable Shuttle Fares**

**American Airlines Shuttle**  
When booking air reservations to/from LGA (New York), DCA (Washington DC) and BOS (Boston) please check the REFUNDABLE ONLY AIR FARES box on the search page. This allows the system to display MIT refundable/changeable fares on American.

**JetBlue Flat Fares**  
For JetBlue Flat Fares for LGA (New York), JFK (New York), EWR (Newark), PHL (Philadelphia), BWI (Baltimore), IAD (Washington Dulles), BOS (Boston) and DCA (Washington DC National), please check the REFUNDABLE ONLY AIR FARES on the search page. This allows the system to display MIT refundable/changeable fares on JetBlue.

**Mixed Flight/Train Search**

Round Trip | One Way | Multi City

From Departure city, airport or train station  
[Find an airport](#) | [Select multiple airports](#)

To Arrival city, airport or train station  
[Find an airport](#) | [Select multiple airports](#)

**Search**

[Show More](#)

### ALERTS

As a Massachusetts Institute of Technology employee, you are eligible for a free **Tript Pro** subscription. [Learn More and Activate](#) Not right now

### COMPANY NOTES

**Travel Registry**  
The MIT Travel Registry collects trip-related information for MIT students, faculty, staff, and affiliates so that the Institute can locate and contact travelers in an area where health, safety, or security are threatened. Register your travel at [travelregistry.mit.edu](http://travelregistry.mit.edu).

**Using Concur**  
MIT's new and improved version of Concur, which we are calling Concur 2.0, provides increased functionality and is easier to use. [Concur](#)

[Read more](#)

### MY TASKS

**00 Required Approvals** →  
Great! You currently have no approvals.

**00 Available Expenses** →  
You currently have no available expenses.

**00 Open Reports** →  
You currently have no open reports.

# Create a New Expense Report

## Report Header

Policy	Report Date	Report Name	Report Key	Trip Purpose	Benefit of Project	Cost Object
MIT US Expense Policy	02/04/2020				Non Sponsored Activity	
Trip Start Date	Trip End Date	Destination	Trip Classification	Comment		

[+ New Expense](#) [+ Quick Expenses](#) [Import Expenses](#) [Details ▾](#) [Receipts ▾](#) [Print / Email ▾](#)

Expenses

[Move ▾](#) [Delete](#) [Copy](#) [View ▾](#) [⏪](#)

[Date ▾](#) [Expense Type](#) [Amount](#) [Requested](#)

Adding New Expense

New Expense

[Available Receipts](#)

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

- |                         |                                      |                              |                               |
|-------------------------|--------------------------------------|------------------------------|-------------------------------|
| <b>A.Transportation</b> | <b>...A.Transportation</b>           | <b>...E.Communications</b>   | <b>...J.Other</b>             |
| Agency Fee              | Train                                | Local Phone                  | Dues                          |
| Airfare                 | Upgrade Fee                          | Long Distance                | Gifts                         |
| Airline Change Fee      | <b>B.Lodging</b>                     | <b>F.Per Diem</b>            | Guides                        |
| Baggage Fee             | Hotel Tax                            | Domestic Per Diem            | Immunizations                 |
| Bus                     | Hotel/Motel/B&B                      | International Per Diem       | Incidentals                   |
| Car Rental              | Housing Rental                       | <b>G.Business Promotions</b> | Insurance                     |
| Car Service             | Private Residence (in lieu of hotel) | Misc. Promotional Expense    | Interpreter                   |
| Ferry                   | <b>C.Individual Meals</b>            | Trade Shows                  | Laundry                       |
| Gasoline                | Alcohol                              | <b>H.Taxable Travel</b>      | Materials                     |
| Other Fee               | Meals (Breakfast/Lunch/Dinner)       | Dependent Care               | Meetings - AV, Food, Beverage |
| Paper Ticket Fee        | <b>D.Entertainment</b>               | House Hunting                | Non Recoverable Expenses      |
| Parking                 | Business Meeting/Meal (attendees)    | Relocation                   | Office Supplies               |
| Personal Car Mileage    | Entertainment-Other                  | Spousal and Family Travel    | Photo Copy                    |
| Shuttle Service         | Meeting Room/Space                   | Taxable Commute              | Postage                       |
| Subway                  | <b>E.Communications</b>              | <b>J.Other</b>               | Publications                  |
| Taxi                    | Cellular Phone                       | Bank Fees                    | Subscriptions                 |
| Tolls                   | Internet                             | Conference                   | Tips/Gratuities               |
|                         |                                      |                              | <b>...J.Other</b>             |
|                         |                                      |                              | Visa/Passport Fees            |

TOTAL AMOUNT  
**\$0.00**

TOTAL REQUESTED  
**\$0.00**

+ New Expense

+ Quick Expenses

Import Expenses

Details ▾

Receipts ▾

Print / Email ▾

Expenses

Move ▾ Delete Copy View ▾ <<

New Expense

Avail

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
Adding New Expense				

Expense Type: Airfare ▾

Transaction Date:

Business Purpose:

Ticket Number (or PNR Number):

Vendor:  ▾

Airline Travel Class of Service: 1.Coach ▾

City:

Region:

Payment Type: Out of Pocket ▾

Amount:  USD ▾

Personal Expense (do not reimburse)

Comment:

mary

+ New Expense

+ Quick Expenses

Import Expenses

Details ▾

Receipts ▾

Print / Email ▾

Expenses

Move ▾

Delete

Date ▾

Expense Type

Amount

*Adding New Expense*

02/03/2020

**Airfare**  
Air France

\$1.00

- Receipts Required
- Check Receipts
- Attach Receipt Images
- View Available Receipts
- Missing Receipt Affidavit

✓ Recently Used Expense Type

Airfare

All Expense Types

# MARY

Delete Report

Submit Report

+ New Expense

+ Quick Expenses

Import Expenses

Details ▾

Receipts ▾

Print / Email ▾

Expenses

Move ▾

Delete

Copy

View ▾

«

New Expense

Available Receipts



Date ▾

Expense Type

Amount

Requested

## SAO TRAVEL CARD

If you don't want to front the funds for the trip please make an appointment with Ramon Downes or Leah Flynn Gallant in SOLE to use the SOLE travel card

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Personal items may not be purchased on the MIT travel card

All appropriate charges made will be paid by MIT and charged to the specified cost object(s) upon submission of a travel expense report

Travelers must retain and submit original itemized receipts for all expenses in excess of \$75.00

Receipts are required for all expenses that include the purchase of alcohol, no matter what the cost

Travelers are required to submit any receipts to Ramon or Leah within 30 days after the completion of a trip



# NON-MIT TRAVELER

TRAVEL VOUCHER FOUND IN SOLE FORMS: <http://studentlife.mit.edu/sole/forms>

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The completed travel voucher with receipts must be turned in to SOLE(W20-500) to be processed

This voucher is a 2 page form

The first page & body of the voucher can be filed out by the traveler or club, but the bottom of the 2<sup>nd</sup> page and total amount requested must be completed by a Financial Signatory for the club

\*

# Travel Voucher

START DATE OF TRIP			
END DATE OF TRIP			
TRAVELERS NAME			
TRAVELERS ADDRESS			
TRAVELERS EMAIL ADDRESS		SIGNATURE OF TRAVELER	

TRANSPORTATION				
DATE	FROM	TO	MODE	AMOUNT
				\$
				\$
				\$
				\$
				\$

\*

				\$
				\$
				\$
			<b>TOTAL REQUESTED</b>	\$

<b><u>AUTHORIZED FINANCAIL SIGNATORY</u></b>			
<b><u>PRINTED NAME OF SIGNATORY</u></b>			
<b><u>STUDENT GROUP NAME</u></b>		<b><u>ACCOUNT NUMBER</u></b>	

**PLEASE ATTACH RECEIPTS AND HOTEL BILLS  
TO TRAVEL VOUCHER  
PLEASE TURN IN ALL PAPERWORK TO  
SAO(W20-549)**

# Common issues with a voucher and/or receipts that will put the voucher on hold:

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**Non-MIT Traveler:** Missing the complete address of the traveler

- Financial Signatory not filling in the Club information or Amount requested(2<sup>nd</sup> page)

**MIT Traveler:** No Financial Signatory Approval letter attached

- Trip not registered in Engage or Do Sport Easy

**Both:**

No detailed Hotel or airfare itinerary attached

No itemized receipts for food(over \$75)

No google map for personal car mileage

- Gas is only reimbursed for Rental cars

No proof of payment on any receipt

Insufficient funds

# Travel check sheet

HAS THE TRIP BEEN REGISTERED IN ENGAGE OR DO SPORTS EASY?

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\_ IS THERE A FINANCIAL SIGNATORY LETTER ATTACHED WITH THE RECEIPTS?

\_ IS THERE A COMPLETE FLIGHT ITINERARY?

\_ ARE ALL THE RECEIPTS FOR EXPENSES OVER \$75.00 ELECTRONICALLY ATTACHED?

\_ IF THERE IS MILEAGE FOR A PERSONAL CAR IS GOOGLE MAPS ATTACHED?

\_ HAVE YOU CHECKED YOUR CLUBS CUMMULATIVE ACCOUNT BALANCE REPORT?

## NON MIT TRAVELER

TURN IN COMPLETED PAPERWORK TO SOLE W20-500

\_ IS THE ADDRESS ON THE VOUCHER COMPLETED?

\_ IS THE 2ND PAGE TOTAL AMOUNT REQUESTED COMPLETED?

\_ DID THE FINANCIAL SIGNATORY FOR THE CLUB FILL OUT THE BOTTOM PART OF THE 2ND PAGE?

\_ IF THERE IS AIRFARE DID YOU ATTACH A COMPLETE FLIGHT ITINERARY?

\_ DID YOU INCLUDE ALL RECEIPTS FOR EXPENSES OVER \$75.00?

# Not Reimbursable

Frequent flyer mileage or rewards cards fees

Costs incurred by unreasonable failure to cancel transportation or hotel reservations

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Fines for automobile violations including parking tickets

Personal auto repairs, insurance deductibles, and surcharges

Lost or stolen tickets, cash, or property

Travel accident insurance premiums

Expenses not directly related to the performance of the travel assignment

Hotel movie rentals and airline headsets

Toiletry items

Medication

Dependent care for non-faculty

Health club fees

Magazine, newspapers, and books unrelated to business

Additionally purchased car rental insurance for domestic travel

Personal credit card delinquency fees or finance charges

Travel insurance (trip protection or trip cancellation insurance)

# NECESSARY MIT WEBSITES

**ENGAGE**(FINANCIAL SIGNATORIES): <https://engage.mit.edu/>

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**TRAVEL**: <http://studentlife.mit.edu/sole/policies>

**Do Sports Easy**: <https://clubsports.mit.edu/for-athletes/join-a-club/>

**SOLE**: <http://studentlife.mit.edu/sole/finance>

**Training**: <http://studentlife.mit.edu/sole/finance-resources/financial-trainings-and-support>

**FINANCE QUESTIONS**: [sole-desk@mit.edu](mailto:sole-desk@mit.edu)

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Any Questions???



# SIGN OUT

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<https://bit.ly/3bu09G4>