Travel

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.
*Processing Travel through Concur is a Reimbursement process

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


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

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:

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**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:

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*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/
Student Organizations, Leadership & Engagement

Either 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 entity and delve 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 terms who know the resources and opportunities that are best suited to enhance your experience. 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
Next Step

Student Organizations, Leadership & Engagement

10 Members

Primary Contact: Leah Gallant
CONCUR
https://www.concursolutions.com/travelhome.asp
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.
<table>
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<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Amount</th>
<th>Requested</th>
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**New Expense**

**Available Receipts**
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

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
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 2nd page and total amount requested must be completed by a Financial Signatory for the club
# Travel Voucher

<table>
<thead>
<tr>
<th>START DATE OF TRIP</th>
<th>END DATE OF TRIP</th>
<th>TRAVELERS NAME</th>
<th>TRAVELERS ADDRESS</th>
<th>TRAVELERS EMAIL ADDRESS</th>
<th>SIGNATURE OF TRAVELER</th>
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</thead>
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## Transportation

<table>
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<tr>
<th>DATE</th>
<th>FROM</th>
<th>TO</th>
<th>MODE</th>
<th>AMOUNT</th>
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**TOTAL REQUESTED** $  

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<tr>
<th>AUTHORIZED FINANCIAL SIGNATORY</th>
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<tr>
<td>PRINTED NAME OF SIGNATORY</td>
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<tr>
<td>STUDENT GROUP NAME</td>
<td>ACCOUNT NUMBER</td>
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</tbody>
</table>

**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:

**Non-MIT Traveler:**  Missing the complete address of the traveler
   ◦ Financial Signatory not filling in the Club information or Amount requested (2nd 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?
_HAS THERE A FINANCIAL SIGNATORY LETTER ATTACHED WITH THE RECEIPTS?
_HAS 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
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/](https://engage.mit.edu/)

**TRAVEL**: [http://studentlife.mit.edu/sole/policies](http://studentlife.mit.edu/sole/policies)


**SOLE**: [http://studentlife.mit.edu/sole/finance](http://studentlife.mit.edu/sole/finance)


**FINANCE QUESTIONS**: sole-desk@mit.edu
Any Questions???
SIGN OUT