











Checklist for Student/Postdoc Travel

September 2014

Administrative Assistant for Travel Information and Reimbursement

<i>Admin Name</i>	<i>Room</i>	<i>Phone</i>	<i>Email</i>
Katie O'Reilly	32-D633	253-2340	oreilly1@mit.edu

-  Contact your research supervisor for PRIOR approval of travel and support.
-  Plan as far ahead as possible to take advantage of early registration fees, better airfare prices, etc.
-  Use US Carriers for all flights (see "Travel Introduction" for more information)
-  If other than round-trip, economy, airfare from Boston to Destination, create and print estimate of direct flights (at same time as purchase) and keep for reimbursement purposes.
-  Your Admin (Katie) has a MIT/LIDS Travel Credit Card which can be used for large purchases prior to travel (Airfare, Pay-in-advance Hotel via travel internet site, Conference Fee).
-  Regardless of payment method (i.e. MIT Travel Card, personal credit card or cash), **itemized** receipts must **always** be presented for Flights, Hotel, Conference Fee, and Car Rental for reimbursement purposes.
-  To be reimbursed for in-transit meals (i.e. in airport or in flight), you must keep and present receipts to Admin.
-  For professors supported by Katie O'Reilly, you may request a daily amount per day for meals (not more than US Gov't suggested rate). To be reimbursed for Taxis or Meals over \$75 each, itemized and paid receipts must be presented for reimbursement purposes. [Some exceptions apply, check with Katie prior to travel.
-  To begin reimbursement process, contact your LIDS admin. You will need to complete a LIDS Travel Reporting Form and provide all itemized/paid receipts as detailed in the "Travel Introduction" handout.
-  To be reimbursed, you must complete the online Travel Reporting Form. The link is available on K. O'Reilly's staff website via the LIDS homepage, under the Admin Staff Directory.