

Travel Arrangements for Business Purposes Guidance

All expenses should be Allowable, Allocable, Reasonable & Consistently treated in line with MIT and sponsor policies

Useful links & resources:

- VPF Travel Policies:
<https://vpf.mit.edu/100-introduction-to-mit-travel-policies>
- VPF Traveling for MIT on Federally Funded Awards:
<https://vpf.mit.edu/new-resource-available-ins-and-outs-of-traveling-on-a-federally-funded-award>
- VPF FAQs Expensing your trip (including types of problems that could hold up travel reimbursements):
<https://vpf.mit.edu/faqs/1/10>
- Vaccination Requirements:
<https://now.mit.edu/policies/vaccination/>
- MIT Global Support Resources:
<https://globalsupport.mit.edu/travel-safety-abroad/safety-abroad/international-travel-risk-policy/>

Ensure all incurred expenses are:

- Reasonable and for a legitimate business purpose
- Documented, e.g., food & beverage expenses for business meetings must have:

1. Purpose
2. List of attendees
3. Itemized receipts

Provide all the information on who, why, where, when, how much & what for each trip

Be	Be aware of restrictions on international travel and allowable airlines on federal grants. AAs or FOs can check on “Fly America” and related policies before travel.
Check	Check if your Advisor/Lab has any specific guidelines for travel cost recommendations, such as expected limits for meal costs.
Remember	Remember that receipts for meals and ground travel costs over \$75 require receipts. Itemized receipts for food related to business meetings and/or with alcohol are required regardless of \$ amount.
Allow	Allow AAs to assist in the booking of flights, accommodations, venues, registration, etc.
Use	Use your Travel Card for travel related expenses only.
Plan	Plan a trip by using Travel Arrangements for Business Purposes Check List

Within a week of your return, submit your report and receipts. Expect your reimbursement within 3-6 weeks.