

INSTRUCTIONS FOR PREPARATION OF TRAVEL EXPENSE VOUCHERS

Project Account Number

Indicate the proper 7 digit Cost Center, Internal Order or WBS Element for the total cost of the trip including all advances.

Acctg Voucher Number

Please leave blank — for accounting use only.

Name and Address

Write the traveler's name and the address where the reimbursement check is to be mailed (MIT address or home).

Employee or Student

Yes or No blocks should be completed.

Date Trip Started-Date Trip Ended

Indicate the month, day, and year the trip started and ended and the exact time, checking off whether it was a.m. or p.m. This is especially important when per diem is being used in lieu of actual expenses. See Subsistence.

Purpose of Trip

The exact purpose of the trip should be stated. If there is more than one city being visited, the purpose of each visiting city should be stated if different.

Receipts

In any travel circumstance, each traveler must submit original receipts documenting all transportation expenses, including airfare, train, hotel and/or car rental expenses. For all other expenses, receipts are only required for any single expenditure in excess of \$75. Employees may still choose to obtain receipts for all expenses for record keeping purposes, but they no longer need to be submitted with the expense voucher.

Transportation

The date the trip started and ended should be indicated along with the destination to and from (include all legs of the trip). Mode of transportation should also be noted; such as

air, train, etc. The amount column should be filled in. If MIT paid for the ticket, the amount of the airfare plus any other charges MIT paid for should be placed in the Less Advances line at the bottom of the form. The original passenger receipt, invoice or web receipt must be attached to the voucher. If the ticket stubs are lost or not available to attach to the voucher for documentation, it should be so stated on the voucher. When using travel agencies other than MIT's approved agencies, documentation of lowest available fare should be stated on the invoice and attached to the voucher.

If a privately owned automobile is used, the mileage should be indicated and multiplied by the [Prevailing IRS Rate](#) to compute the amount of reimbursement for this mode of travel. When a privately owned automobile is driven on a business trip of more than 300 miles (round trip), primarily for the traveler's personal convenience, the reimbursement will be at the rate of the tourist (coach) air fare between the city of his/her departure and the nearest city to the destination with a commercial airport if the amount is less expensive than the mileage.

Any toll charges should be expensed.

If there are no transportation charges, it should be so stated on the travel voucher.

Taxi, Bus, Etc. Fares

All taxi and bus fares should be listed individually for each trip taken along with the date. If the list is too lengthy to list on the face of the voucher, a schedule may be attached to the voucher and the total amount summarized on the face of the voucher.

Subsistence

The name of the hotel used should be reported along with the number of nights and the amount. If costs of meals or the hotel are for more than one person, it should be so stated on the travel voucher.

Indicate the actual number of meals and total cost. Business meetings require participant names, affiliation, and the topic discussed. Business meetings must be charged to a non-restrictive account.

When per diem is used (for international travel) or pre-approved (for domestic travel), enter the number of days claimed plus the allowed per diem rate and the amount. There must be an overnight stay before a per diem reimbursement can be made. A day is defined as a full day or one that begins before 12 noon or ends after 12 noon. Partial days per diem cannot be used. The domestic and foreign per diem can be obtained from the MIT travel web page under resources. To claim a domestic per diem the department must submit a "per diem request" that can be found under the forms section of the travel web site prior to the travel. The form must be signed by the Department Head or Laboratory Director.

Other Expenses

Automobile rentals should be listed here. Items such as telephone calls, laundry, tips, etc., should be listed here with the amounts indicated. All costs must be itemized.

Traveler's Expense

The total of the amount column should show the total of the actual expenses. The amount should include the actual out-of-pocket expenses plus anything MIT has paid, i.e.; airline tickets, hotel deposits, and conference registrations.

Less Cash Advances

Enter the total amount MIT has paid for the trip. The amount would include the cost of airline tickets, hotel deposits, cash advances, and registrations that were paid by M.I.T.

Net Due MIT or Net Due Traveler

Determine the amount due MIT or the traveler by comparing the advance to the out-of-pocket expenses. If the out-of-pocket expenses are less than the advance, a check made payable to MIT, should be attached to the Travel Expense Voucher and the amount should be placed under net due MIT. If the out-of-pocket expenses are more than the advance, the amount should be placed under net due traveler.

Signature of Traveler and Approval Signature

The Voucher must be signed by the traveler and countersigned by the appropriate supervisor or designated individual. The primary responsibility of the approver is to ensure compliance with MIT's travel policy. Under no circumstances may an individual approve his or her own travel. The authorized signer must verify that all original receipts are attached, that the travel expense meets applicable sponsor guidelines, the travel expense was incurred while conducting official MIT business and that documentation is attached for any unusual circumstances or missing original receipts. The approver must have signature authority on the cost object being charged. The voucher must be submitted to the Travel Office within 30 days after completion of each trip.

Ticket Refunds

All unused or partially unused refundable tickets from approved agencies should be returned to the agency for a refund. Please review the travel web page for unused non-refundable tickets. All refundable tickets, from outside agencies, should be submitted to that agency for credit by the traveler or department.

Expenses not Reimbursable Through Travel

Costs incurred by unreasonable failures to cancel transportation or hotel reservations

Fines for automobile violations
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/airline headsets
Frequent flyer tickets
Toiletry items
Medication
Non-Faculty dependent care
Health club fees
Magazine, newspapers and books unrelated to business
Additionally purchased car rental insurance for domestic travel
Corporate card delinquency fees or finance charges
Club fees to be paid in A/P

Return of Travel Money to M.I.T.

All checks to reimburse accounts for travel expenses reimbursed by an outside agency should be sent to the Travel Office attached to a copy of the travel expense voucher it refers to.