










Checklist for Student/Postdoc Travel

September 2023

Administrative Assistant for Travel Information and Reimbursement

<i>Admin Name</i>	<i>Room</i>	<i>Phone</i>	<i>Email</i>
Rachel Cohen	32-D564	452-2666	rcohen@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.
-  Check with LIDS Admin (Rachel) prior to booking flights as to whether US Carriers are required for 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 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.
-  For professors supported by Rachel Cohen, 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 Rachel prior to travel, for example, Prof. Jaillet does not usually reimburse for meals or taxis.
-  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 Rachel Cohen’s staff website via the LIDS homepage, under the Admin Staff Directory.