

Checklist for Student/Postdoc Travel

- 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 has a MIT/LIDS Travel Credit Card which you can use 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 to LIDS Admin 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.
- Your Research Supervisor may require you to provide receipts for ALL meals and taxis. Check with your LIDS Admin prior to travel for specific instructions.
- 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.