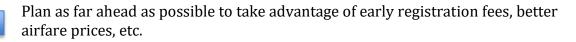
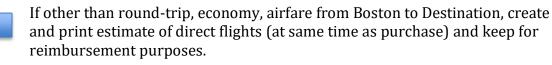
## **Checklist for Student/Postdoc Travel**

Contact your research supervisor for PRIOR approval of travel and support.



Use US Carriers for all flights (see "Travel Introduction" for more information)



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.