Policy and Procedures for Training and/or Travel Activities *(updated Jan 2018)*

The MIT Libraries provide support for four types of activities: **Professional Development, Skill Development, Diversity and Inclusion**, and in order to meet **Administrative** needs in serving as a designated MIT Libraries’ representative. **For Fiscal Year 2018 (7/1/17 – 6/30/18), the allocation for Professional Development Travel per administrative staff member is $1,500.** Requests for support in all categories will be reviewed using the factors outlined below.

The Libraries’ travel policies and procedures are based on parameters set forth in the MIT Travel Policy: [http://vpf.mit.edu/site/travel/policies_procedures/mit_policies_procedures/mit_travel_policy](http://vpf.mit.edu/site/travel/policies_procedures/mit_policies_procedures/mit_travel_policy)

**Guidelines/justification for requests:** Before initiating development activity/travel requests, staff must discuss their plans with appropriate supervisors or department heads. When approving requests supervisors, department heads, and associate directors will consider and weigh **these appropriate factors**:

- The potential impact of the activity on the staff member's skill set, professional development, and fulfillment of job responsibilities and/or contribution to library initiatives, both locally and system wide
- Cost comparison of similar, available activities
- The potential impact of the staff member’s absence on department activities and on other department staff
- The need for MIT Libraries' representation at the event
- The amount of development activity (funding and release time) the staff member has engaged in over the past year

All requests must be justified* and supported by appropriate local administrators in order to be eligible for funding, and request forms must be received and approved PRIOR to participation in the event. Expenses incurred without prior approval will not be reimbursed.

- *An informative and compelling justification must be provided for each trip (in the “Justification for Attendance” section of the Professional Activity/Travel Request Form). While this statement may be relatively brief, requestors are required to document their active involvement in or attendance at the event. Useful information here would be: 1) designated MIT representative to ______ committee for __________; 2) unique opportunity to develop skills in ______ in order to contribute to ____________; 3) site visit to ________ to learn about _______ in preparation for ________; etc.*

**Paid release time:** All approved activities and associated travel, including transit days, which occur on traditional workdays, are treated as paid release time. Release time is provided for approved travel even when funding is not needed or granted. For additional information about how the paid release time policy applies to hourly workers, see the [Policy on Support Staff Travel](http://vpf.mit.edu/site/travel/policies_procedures/mit_policies_procedures/mit_travel_policy).

**Covered expenses:** Reimbursable expenses for these types of approved activities are as follows. **Receipts are required for all categories of expenses.**

- **Registration.** Full cost of registration. Conference/Registration fees do not count against the professional development allocation.
- **Transportation.** Full cost of transportation.
  1. Airfare. It is expected that 'lowest available airfare' will be sought. Business class fares may be considered for professional travel only in extenuating circumstances. Contact the Libraries’
Financial Administrator in advance of making reservations to see if circumstances meet the
criteria and funding parameters.

2. Rail. Train travel is an approved alternative to air travel and travelers may elect business or
class. Reimbursement of the train fare will be capped at the cost of a reasonable
roundtrip airfare between Boston and the event location.

3. Auto. Use of personal vehicles will be reimbursed at the prevailing IRS rate rounded down to the
nearest whole penny, plus parking and tolls. (This mileage allowance is intended to cover all
transportation and operating costs, including fuel.) If requesting funding approval for the use of
a rental car, contact the Libraries’ Financial Administrator in advance for information about
Institute restrictions. PLEASE NOTE: Insurance will not be reimbursed as that is covered already
by MIT’s existing insurance policy. The rental insurance should, however, be purchased for
international rentals.)

- **Other ground transportation.** Full cost of transportation to and from airports, including reasonable
tips, and airport parking.
- **Accommodations.** Full cost of lodging for the necessary number of nights.
- **Meals.** Reimbursable up to Max per diem ranges from $46 to $71/day for domestic travel,
depending on destination city; consult GSA website at [www.gsa.gov/portal/category/100120](http://www.gsa.gov/portal/category/100120) for
listing; for non-US cities consult [https://aoprals.state.gov/web920/per_diem.asp](https://aoprals.state.gov/web920/per_diem.asp) (M & IE Rate).
  (Note that itemized receipts are required.)
- **Internet Access Fees, Agent Fees, and Extra Bag Fees.** Covered as needed.

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Coverage (receipts required for all expenses)</th>
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</thead>
<tbody>
<tr>
<td>Registration</td>
<td>Covered</td>
</tr>
<tr>
<td>Transportation to event (air, rail, auto)</td>
<td>Covered (lowest available fares requested)</td>
</tr>
<tr>
<td>Ground transportation (shuttle, cab, etc)</td>
<td>Covered</td>
</tr>
<tr>
<td>Accommodations</td>
<td>Covered</td>
</tr>
</tbody>
</table>
| Meals                                 | Max per diem ranges from $46 to $71/day for
domestic travel, depending on destination city; non-
US cities may be a higher amount. |
| Internet access, extra baggage, agent fees | Covered                                     |

**Local events:** The process for arranging for and paying for approved local activities/travel is at:
[http://libguides.mit.edu/admin/travel](http://libguides.mit.edu/admin/travel). Local activities are those that take place within the Boston
Metropolitan Area, which do not require air/train travel or lodging and for which expenses do not exceed
$200. Local also includes online events that meet this dollar cap. 

**International events:** With proper justification and approval, travel outside North America is eligible for
funding. Be sure to consult [the Institute’s International Travel Risk Policy](http://libguides.mit.edu/admin/travel) in planning your trip.

**Combining Personal/Leisure with Library-Funded Travel:** It is possible to combine personal or leisure
travel with travel that is undertaken at the Libraries’ expense. However, it is important to contact
travellib@mit.edu prior to submitting the “Travel/Professional Activities Request Form” to clarify
restrictions and determine logistics and appropriate procedures.
Trip changes and cancellations: Penalty fees will be covered by the Libraries only when changes or cancellations result from family emergencies, workplace demands, or other unavoidable circumstances. The requestor will cover penalties that result from a personal decision not to attend an event. It is the responsibility of requestors to notify travel-lib@mit.edu about cancellation or significant funding-related changes.

Requesting Funding and Approval: The “MIT Libraries Professional Activity/Travel Request Form” should be used in requesting support for any type of activity/travel that requires travel outside of the local area and/or exceeds $200. “Support” of an activity is not limited to funding but also includes request for release time for attendance. The form is available on the Administrative Services page of the staff web (http://libguides.mit.edu/admin/travel), under the Travel Request Forms section.

1. The form should be completed and then routed via e-mail to department heads and associate directors for approval, ultimately ending up in Administrative Services via travel-lib@mit.edu.
2. It is important to provide specific and compelling justification for events as this is the basis on which Department Heads and Associate Directors will approve requests.
3. Associate Directors in approving requests will also confirm/designate the appropriate travel type.
4. Tracking allotment – e-mail from Nikki The Financial and Administrative Assistant tracks and reports balances for each staff member’s annual training/travel allotment. Staff who have requested support will receive an email from her, including that and other important travel information.

Requesting Reimbursement: Reimbursement should be requested using the Concur Online Travel Booking and Expense Reporting System (http://web.mit.edu/concur) and should be submitted within 30 days of completion of the activity.

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