

# IS&T Policies and Guidelines: Travel and Professional Development

## IS&T Travel and Professional Development Policy

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Effective April 1, 2010

### Travel

- This travel policy applies to anyone who incurs travel and/or travel related expenses paid by IS&T.
- All travel requests must be approved by the employee's Director no less than four weeks in advance. Director's signature is required on travel advances and expense reports.
- Priority for travel requests will be determined by each Director.
- IS&T's representation at national or international conferences will be decided by the Head of IS&T.
- All travel requiring airfare and/or out of state travel will be approved by the Head of IS&T.
- MIT's preferred vendor list should be used for all travel.
- Whenever possible, travel should be arranged using the least costly mode of transportation.
- The traveler is responsible for spending Institute funds prudently.
- Contractors & Consultants will not be paid for travel unless it is a stipulation of their contract.

### Professional Development

- All professional development requests for which there is a fee must be approved by the employee's Director.
- An effort should be made to locate appropriate professional development opportunities that are either local (Northeast region) or available via web or video conference.
- Use internal subject matter experts rather than external vendors as appropriate for professional development, for example Sloan School of Management faculty.
- Ensure that knowledge obtained at conferences is shared internally by completing a trip report and posting it to the Training and Professional Development wiki within 2 weeks of returning from the training/professional development.

***Please see the Expense Reimbursement Policy regarding the necessary documentation that will need to be submitted to the Finance Team.***

Last updated: 4/7/10

Updated by: David Segaloff and Allen Wallace