HASTS Student Travel Support

HASTS students who are presenting papers at professional conferences or who are engaged in research may request up to $400 from HASTS for travel expenses each academic year (June 1-May 31).

How to use your allocation in two easy steps!

1) Request use of funds from the Director of Graduate Studies before going on the trip.

Make the request via email, and copy Carolyn Carlson (carlsonc@mit.edu) on the message. It should include:

- A budget
- A brief description of the purpose of the trip
- Your trip destination
- Your travel dates
- The title of the paper which will be presented or the nature of planned research

2) Submit your receipts to Carolyn within 30 days of the end of the trip, and no later than June 10. Please be sure to...

- Provide original receipts(s) of any tickets purchased, conference fees paid, and other expenses incurred during the trip. Anything smaller than a standard sized piece of paper should be stapled or taped to a blank sheet of paper. Please note:
  - If an airline reservation confirmation receipt does not specify economy or coach class, then also submit the boarding pass.
  - Meal receipts must be itemized.
- Provide a complete description of the MIT business purpose including the date and destination of the meeting/travel and the purpose of the meeting/travel.

Things to note:

- If receipts are not submitted to STS HQ within 30 days of the end of the trip, “a particular item may, according to IRS regulations, ‘be treated as salary.’ This means that MIT must withhold all appropriate taxes from these reimbursements and include those payments in the employee's compensation, along with the withheld taxes, on the employee's Form W-2.”

- Travel must be complete by May 31 for it to count towards that year’s allotment (for example, by May 31, 2016 for the 2015-2016 cycle). Registration fees for conferences cannot be reimbursed in advance of the travel.

- Receipts must be submitted by June 10 in order to be counted toward that year’s allotment (for example, by June 10, 2018 for travel between June 1, 2017-May 31, 2018). Balances are not carried forward.

- Students are advised to check with STS Headquarters staff before planning HASTS related travel. This is especially important for students who may be traveling in conjunction with a sponsored project which may have strict guidelines about allowable and reimbursable costs.

- Students who use their $400 allotment, but have additional research-related travel expenses can also apply for supplementary funding from the Kelly-Douglas fund (http://web.mit.edu/kdfund/research/index.html#research) or the Graduate Student Council’s Travel Fund Grant Program (gsc.mit.edu/funding/travel-grant/). Students are also encouraged to ask their advisor for funding assistance.


[sheet updated 8/2/17]