Contact Information

Email
travelsupport@mit.edu

VPF Training
vpf-training@mit.edu

VPF Travel and Card Services
http://vpf.mit.edu/travel

Useful Travel Links

Application for Individual Travel Card

Application for Department Travel Card

FAQs: Travel Planning and Expensing

Hotel Chain Discounts

Missing Receipt Affidavit

Policies: Travel Planning and Expensing

Supplier Search

VPF Glossary

VPF Website: Travel Planning and Expensing

Related Training

Travel Policies for the Traveler (Online)
This course is required for all individuals prior to receiving your MIT Travel Card.
It is designed for all travelers, and their delegates, to ensure compliance with Institute and federal policies related to business travel on behalf of MIT.

Travel Policies for the Approver (Online)
This course is designed for anyone who approves travel expense reports, to help ensure compliance with Institute and sponsor policies related to business travel on behalf of MIT.

ProCard: Cardholder Training (Online)
This course is intended for all learners who use the Procurement card – also known as the ProCard – at MIT.