

FOR MORE INFORMATION...

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Federal Travel Policy Update

A quick reference guide for
travelers on federal awards

Office for Sponsored Programs
Sponsored Expenditure Guidelines:
<http://osp.finance.harvard.edu/sponsored-expenditures-guidelines>

University Travel Policy* (PIN-
Protected):
<http://policies.fad.harvard.edu/pages/travel-o>

Harvard Travel Services Website
(PIN Protected):
<http://travel.harvard.edu/>

Harvard Travel Services International
Travel Office:
<http://travel.harvard.edu/international-travel>

Global Support Services:
<http://traveltools.harvard.edu>

*See the University Travel Policy
Appendix G for information specific
to travel on federal awards.

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Cambridge, MA 02138 USA
Phone: 617-495-5501
Fax: 617-496-2524
<http://osp.finance.harvard.edu/>

Financial Policy Office
Office of the Controller
1033 Massachusetts Avenue, 3rd Floor
Cambridge, MA 02138
Phone: 617-495-3976
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Email: financialpolicy@harvard.edu
<http://policies.fad.harvard.edu/>



HARVARD
Financial Administration



**Effective for travel booked
on or after March 1, 2016**

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for Sponsored Programs and the
Financial Policy Office

For flights booked on or after March 1, 2016, the lowest economy fare class is required for travel charged to federal awards. Business class or upgraded economy travel is NOT allowed as a direct charge to a federal award unless the available basic economy options would:

1. Fail to reasonably accommodate traveler's medical needs;
2. Require circuitous routing;
3. Require travel during unreasonable hours;
4. Excessively prolong the travel; or
5. Result in additional costs that offset savings.

The relevant exception should be documented with a flight comparison screen shot and a *Federal Lowest Economy Airfare Travel Reimbursement Exception* form signed by a school authorized approver.



IF A FLIGHT DOESN'T MEET THE FEDERAL EXCEPTIONS

Split Coding: The traveler may still fly business class or upgraded economy for international flights of 6 hours or more BUT cannot charge the full cost of the ticket to a federal award.

Documentation: If the traveler obtains documentation of a lowest economy class fare for the same itinerary **within one business day of booking**, the traveler may charge the cost of the economy class flight to the federal award and can charge the additional cost to other non-sponsored funds.

Timeliness: **NO** portion of the fare may be charged to the federal award unless documentation of the comparable economy class fare is obtained within one business day of booking. Late quotes are not allowed as substitute documentation.

These are federal regulations, and DEVIATIONS ARE NOT PERMITTED.

FLY AMERICA ACT...

All air travel on federal awards must comply with the Fly America Act. Visit the OSP Travel Guidance and Policy page for more information:

<http://osp.finance.harvard.edu/travel-policy>

BUSINESS MEALS AND REQUIRED RECEIPTS

Business meals may be directly charged to a federal award only if they are linked to a formal meeting or conference at which technical information directly related to the award is being shared or disseminated. Please refer to the award's terms and conditions for any restrictions.

An itemized receipt is needed even if the total amount of the bill is less than \$75. If an itemized receipt is not available, complete a Missing Receipt Affidavit (MRA), and:

- **If the meal(s) did not include alcohol**, the traveler must attest in writing that no alcohol was charged, and the entire amount can be charged to the appropriate federal award.

- **If the meal(s) did include alcohol and the traveler can attest in writing to the alcohol cost**, then the alcohol portion of the meal costs, along with the applicable tax and tip, must be charged to a non-sponsored account (using object code 8450). The remainder of the meal costs can be charged to the appropriate federal award.

- **If alcohol was included and the traveler CANNOT attest to the alcohol cost**, then no portion of the meal costs can be charged to a federal award.

Note : Local business meals may be directly charged to a federal award only if they are linked to a formal meeting or conference.