

Informational Handout for Visitors

Dear [Visitor's Name]

We are delighted that you will be [visiting, attending, participating in] the [department name, program name, event] on [date]. Below is important information concerning Harvard's travel and reimbursement policies.

Airfare and other Transportation

Since Harvard uses several preferred travel agencies with competitive pricing, we will be happy to make flight arrangements on your behalf. If you wish to use one of the Harvard agencies, please contact [contact name and info].

If you would like to make your own airfare arrangements, you must obtain from the airline or travel agency a receipt showing class of service and proof of payment - not a boarding pass. For electronic tickets, you must obtain a receipt – not a confirmation – showing: passenger name, issue date, ticket number or other proof of payment, total cost, class of service, itinerary or routing of flights, and payment type. Per the federal Fly America Act, if your travel will be reimbursed by federally-sponsored funding, you must use an airline designated as a U.S.-flag carrier. There are some exceptions for international flights. If you are unsure of the funding source, whether your flight qualifies under the Fly America Act, or what airlines are U.S.-flag carriers, please contact [contact name] and we will be happy to answer your questions. Harvard will reimburse for economy class, round-trip airfare for domestic flights. If you are traveling internationally or require different arrangements, please contact [contact name] before making flight plans to determine which class of service will be allowed. First-class service is prohibited to and from all destinations.

If you choose to take the train, Harvard will reimburse the cost of a round-trip standard-rate ticket. [Business class is allowed for Boston to New York City and Boston to Washington, DC, if the ticket is booked through Harvard.] If the itinerary is longer than six hours, please contact [contact name] to determine if first class will be allowed.

Harvard will reimburse for the cost of round-trip cab fare between Boston's Logan Airport and your hotel or [department name]. You may also be reimbursed for the cost of public transportation. If you need to make other transportation arrangements, please contact [contact name].

Lodging

[We have made lodging arrangements for you at [hotel name, location]...]

[If you choose to make your own lodging arrangements, Harvard will reimburse for the cost of a standard hotel room in the Cambridge/Boston area. Attached are suggested hotels. Please be sure upon check-out to obtain a detailed hotel folio or receipt showing daily rates, taxes and fees. If you use an on-line agency – such as Expedia, Orbitz, or Hotels.com, please be sure that you receive from the on-line agency a receipt showing: name and address of hotel, guest name, number of guests, check-in and check-out dates, number of rooms, number of nights, daily rate, taxes and fees, total cost, proof of payment, and date purchased.] Harvard policy does not allow reimbursement for personal hotel items such as mini-bar charges, in-room spa services, or pay-per-view movies.

Meals & Incidentals

Harvard will reimburse for meals taken while traveling and incidental expenses, such as tips. [The Faculty of Arts & Sciences meal limits are \$45 for lunch and \$100 for dinner, *including* tips and taxes.] Harvard cannot reimburse for personal items while traveling, such as newspapers or books.

Reimbursement

Before you leave, please turn in all receipts to [contact name] and sign a Harvard Universal Expense Form (copy attached). If you are not a U.S. citizen or permanent resident, you will need to complete a Foreign National Information Form if you have not done so within the past year (copy attached). Any receipts generated upon your return home, such as taxi service from airport to home, should be submitted within 15 days to the contact and address shown below.

[If you are receiving an honoraria payment, please see the attached information on required Massachusetts tax withholding.] Feel free to contact [contact name, phone number, email, mailing address] with any questions.