

Summary of University Reimbursement Policies:
Timing of Submissions
Effective 10.1.05

Reimbursements to Employees

- Submit reimbursements at end of trip or immediately after non-travel expenses are incurred.
- Expenses not reimbursable in advance of the trip unless charged to GE Corporate Card.
- Clock starts ticking at the end date of trip, the date of an event or date of purchase for non-travel expenses. All reimbursements must be submitted within 30 days of end date so they may be submitted to the Harvard Travel and Reimbursement Office within the 60 day limit.
- After 60 days, the only exceptions granted are for no more than 30 days and only for reason of illness, death in the family, other extenuating circumstances, or certain extended business trips. Exceptions do not include misplaced receipts, shortage of staff, or lack of knowledge of the policy. Financial Dean's exception letter is required in these cases.
- After 60 days, all reimbursements will be converted to Additional Pay, i.e. taxable income included in the next payroll check. No exceptions except as stated above.
- After 6 months, no reimbursements will be processed, no exceptions.

Reimbursements to Non-Employees and Students

- Communicate Harvard reimbursement policy at the time of invitation or arrangements for them to incur reimbursable expenses (guest speakers, meeting attendees, panel members, project participants, etc.).
- Submit reimbursements at end of trip. We suggest obtaining the traveler signature on a Universal Expense Form when they are here.
- Expenses not reimbursable in advance of the trip or event.
- Clock starts ticking at the end date of the trip, the date of event or date of purchase for non-travel expenses.
- The Finance Office can assist departments in setting up business processes that help avoid delays.
- Although Harvard cannot withhold reimbursement to non-employees even when they are late, these delays make planning, budgeting and managing work flow difficult. The Harvard Travel and Reimbursement Office requires us to have practices in place that minimize delayed reimbursements.

For more information:

GSD Finance Office: http://www.gsd.harvard.edu/inside/fiscal_services/

Harvard Travel and Reimbursement Office: <http://vpf-web.harvard.edu/ofs/travel/index.shtml>

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