



Reimbursement Policies at a Glance

Reimbursees and approvers should be familiar with all University reimbursement policies. You can find them in the **Policies & Reimbursements** section on the **Harvard Travel Services** web site: www.travel.harvard.edu or by calling (617) 495-7760.

General Guidelines

<p>Airfare – Class of Service</p>	<p>Domestic (<i>Includes Canada and Mexico</i>) - Lowest coach class fare See the Harvard Travel Policy for additional information: http://www.campustravel.com/university/harvard/.</p> <p>International (<i>Includes Alaska and Hawaii</i>) - Coach or business class See the Sponsored Project Travel section in the Harvard Travel Policy for more information: http://www.campustravel.com/university/harvard/. Note: First class is not allowed for either type.</p>
<p>Independent Contractors and Non-Academic Consultants</p>	<p>Payments to independent contractors/consultants for fees, travel, and other expenses require an invoice from the contractor/consultant. The contractor/consultant should keep original receipts for tax purposes. If service payments are submitted as web reimbursements, they will be returned to the department for correct processing in HCOM.</p>

Reimbursee Guidelines

<p>Minimum Detail for Expenses</p>	<p>All expenses must be itemized and subtotaled by the categories below:</p> <table border="1" data-bbox="402 932 1455 1031"> <tr> <td>• Air/rail Travel</td> <td>• Ground Transportation – taxi, car rental, subway, etc.</td> </tr> <tr> <td>• Lodging</td> <td>• Meals – Business and entertainment</td> </tr> <tr> <td colspan="2">• Other – Supplies, miscellaneous, etc.</td> </tr> </table>	• Air/rail Travel	• Ground Transportation – taxi, car rental, subway, etc.	• Lodging	• Meals – Business and entertainment	• Other – Supplies, miscellaneous, etc.	
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<p>Detailed Business Purpose</p>	<p>Business purpose must address the topics below:</p> <table border="1" data-bbox="402 1066 1455 1163"> <tr> <td>• Who was visited</td> <td>• Where the event or activity took place</td> </tr> <tr> <td>• Why the expense was incurred</td> <td>• What type of event, activity, purchase</td> </tr> <tr> <td colspan="2">• When the event or activity took place</td> </tr> </table>	• Who was visited	• Where the event or activity took place	• Why the expense was incurred	• What type of event, activity, purchase	• When the event or activity took place	
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<p>Original Receipts</p>	<p>Original receipts must be submitted to the RCS no later than 90 days from the date the expense was incurred/ from the trip's end-date. Required receipts are:</p> <ul style="list-style-type: none"> • Individual expenses over \$75 (Some departments may require receipts for a lower amount) • All hotel folios regardless of cost 						
<p>Missing Receipt Affidavit</p>	<p>As an exception, MRAs can be used in lieu of original receipts. They must:</p> <ul style="list-style-type: none"> • Be complete • Present the signatures of the reimbursee and approver • Proof of payment 						
<p>Reimbursee Signature</p>	<p>Reimbursee must sign the expense report or it will be returned.</p>						

Approver Guidelines

<p>Approver's Responsibilities</p>	<p>Approvers must ensure that:</p> <ul style="list-style-type: none"> • The expense was incurred in the conduct of University business • The expense report has been prepared and documented in accordance with University policy • The expense has been charged to the proper accounts
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