# 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](http://www.travel.harvard.edu) or by calling (617) 495-7760.

## General Guidelines

| Airfare – Class of Service | Domestic (Includes Canada and Mexico) - Lowest coach class fare  
| International (Includes Alaska and Hawaii) - Coach or business class  
|                           | See the Sponsored Project Travel section in the Harvard Travel Policy for more information: [http://www.campustravel.com/university/harvard/](http://www.campustravel.com/university/harvard/).  
|                           | **Note:** First class is not allowed for either type. |

## Independent Contractors and Non-Academic Consultants

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.

## Reimbursee Guidelines

### Minimum Detail for Expenses

| All expenses must be itemized and subtotaled by the categories below:  
| Air/rail Travel  
| Ground Transportation – taxi, car rental, subway, etc.  
| Lodging  
| Meals – Business and entertainment  
| Other – Supplies, miscellaneous, etc. |

### Detailed Business Purpose

| Business purpose must address the topics below:  
| 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 |

### Original Receipts

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:

- Individual expenses over $75 (Some departments may require receipts for a lower amount)
- All hotel folios regardless of cost

### Missing Receipt Affidavit

As an exception, MRAs can be used in lieu of original receipts. They must:

- Be complete
- Present the signatures of the reimbursee and approver
- Proof of payment

### Reimbursee Signature

Reimbursee must sign the expense report or it will be returned.

## Approver Guidelines

| Approver’s Responsibilities | Approvers must ensure that:  
| 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 |