

To: GSD Staff
From: Nelson Wong, Controller
Subject: GSD Travel Policies
Date: August 21, 2024

For Fall 2024, International Travel Registration is still required.

Students, faculty, staff, and researchers who are traveling internationally **must [register their Harvard-related international travel](#)** with International SOS, the University’s emergency response provider.

For international travel, proof of registration with International SOS is required when submitting a reimbursement request for Harvard faculty, staff, students, and researchers. Harvard faculty, staff, students, and researchers booking tickets through a Harvard preferred agency will automatically be registered with International SOS and the agency receipt serves as proof of registration.

The following existing travel policies have not changed significantly from past years, however, please review prior to booking travel.

BUSINESS TRAVEL, MEALS, AND ENTERTAINMENT

The maximum reimbursement for a dinner business meal, both local and while travelling, is \$75 per person (including alcohol, tax, and tip). Itemized receipts should be retained and must be submitted if total amount is \$75 or greater.

Preferred Vendors: Travelers are strongly encouraged to use Harvard’s preferred travel agencies because of negotiated discounts with airlines, Amtrak, rental car companies, hotels, and other travel providers. For more information, see: <http://www.campustravel.com/university/harvard/>

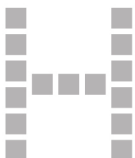
Air & Train Travel:

GSD will reimburse business class travel for international flights only when the total air-time is 10 hours or greater in each direction.

1. Please refer to the table below to determine the appropriate airfare class option for travel based on destination and length of travel time.

| Total Air Time (1) | Economy Fare (2) | Premium Economy Fare | Business Class Fare |
|--|------------------|----------------------|---------------------|
| Inside the Contiguous 48 United States | x | | |
| All Other Travel (3): | | | |
| Less than 10 Hours | x | | |
| Over 10 Hours | x | x | x |

(1) Air time is the total of in-air travel for each direction of the flight.



(2) Travelers are expected to book the lowest priced, non-stop economy or coach class airfare that allows for seat selection and checked bag (checked bag might need to be purchased separately). This might not be the lowest priced option available

(3) Includes International travel, Canada, Mexico, Alaska, Hawaii, or US Territories

2. Where possible, travelers are strongly encouraged to plan trips and buy non-refundable tickets because of the large cost savings.
3. Travelers will not be reimbursed for tickets purchased with frequent flyer miles or personal credits/vouchers.
4. Membership or fees for priority boarding, expedited security screening or customs processing (Global Entry, PreCheck, Nexus, Sentri) are not reimbursable.
5. First class travel is not allowed and will not be reimbursed.
6. For economy or coach airfare, travelers are expected to book the lowest priced, non-stop economy or coach class airfare that allows for seat selection and checked bag (checked bag might need to be purchased separately). This might not be the lowest priced option available.

Train Travel: First class travel is not allowed and will not be reimbursed.

Additional Travelers: No expenses will be reimbursed for partners, spouses, or other family members.

HOTELS

Travelers are expected to use lodging that is safe, comfortable, and reasonably priced (not luxury hotels, boutique hotels or resorts). It is strongly recommended that travelers use one of Harvard's preferred hotels. If travelers cannot use one of Harvard's preferred hotels, travelers should follow federal room rate guidelines plus 25%.

Hotel Rate Pricing Guidelines

| <i>Rates based on Federal Rate Plus 25%</i> | | | |
|---|-------------------|-------------|----------------|
| <i>United States</i> | <i>Cities</i> | <i>Asia</i> | <i>Cities</i> |
| \$ 395.00 | New York, NY | \$ 310.00 | Beijing |
| \$ 420.00 | San Francisco, CA | \$ 330.00 | Tokyo |
| \$ 230.00 | Los Angeles, CA | \$ 310.00 | Seoul |
| \$ 330.00 | Washington, DC | \$ 235.00 | Taipei, Taiwan |
| \$ 295.00 | Chicago, IL | \$ 445.00 | Hong Kong |
| <i>International</i> | <i>Cities</i> | | |
| \$ 595.00 | Paris | \$ 240.00 | Johannesburg |
| \$ 455.00 | London | \$ 240.00 | Mumbai |
| \$ 565.00 | Rome | \$ 270.00 | Delhi |
| \$ 470.00 | Venice | \$ 325.00 | Stockholm |

Hotels Outside of the Cambridge Area

Harvard's preferred hotel chains for travel outside of Cambridge/Boston include Marriott International (click here for website access [Marriott](#)), Club Quarters (click here for website access [Club Quarters](#)), and Choice Hotels (click here for website access [Choice Hotels](#)). These hotels offer discounts for both business and personal travel.

Thank you for your attention to these policies and procedures.

If you need additional information, please contact Heather Gallagher, at heather_gallagher@gsd.harvard.edu or 617-495-4115.