



Harvard University

Federal Lowest Economy Airfare Travel Reimbursement Exception Form

Effective March 1st, 2016

AIRFARE RESTRICTIONS ON FEDERAL AWARDS

Federal regulations (2 CFR §200.474.3(d)) require that airfare costs in excess of the lowest economy fare class are unallowable except when the latter would:

- Require circuitous routing;
- Require travel during unreasonable hours;
- Excessively prolong travel;
- Result in additional costs that would offset the transportation savings; or
- Offer accommodations not reasonably adequate for the traveler's medical needs.

Exceptions for business-class or upgraded economy airfare must meet one of these criteria and be justified and documented to be allowable on a federal award. These exceptions require documentation and written approval by a designated school official.

REQUIRED DOCUMENTATION FOR AIRFARE EXCEPTIONS

Please Select Exception Type(s) below:

- Require circuitous routing
- Require travel during unreasonable hours
- Excessively prolong travel
- Result in additional costs that would offset the transportation savings;
- Offer accommodations not reasonably adequate for the traveler's medical needs

The following supporting documentation is required:

- An explanation and relevant documentation to support that the airfare met one of the **2 CFR §200.474.3(d)** exception criteria listed in the section above.
- For a medical reason, please attach a doctor's note or indicate below that a medical note is on file in accordance with local/school policies. (do not include any medical information).
 - Medical note is on file

Reimbursee Name

Reimbursee Signature

Date

TO BE COMPLETED BY THE AUTHORIZED APPROVER

The airfare met the **2 CFR §200.474.3(d)** exception criteria

School Designated Approver Signature

Date