

Important information regarding reimbursements

Timing:

Completed reimbursement should be submitted within 60 days after the expense or last day of travel

Receipts:

- **Alcohol** – if purchased, must be disclosed (Cannot be charged to federal awards)
- **Business meals** – Disclose attendee names for 5 or less and business purpose
- **Hotel folios** – Detailed folio required (contact hotel to obtain one)
- **Restaurant receipts** – Itemized receipts are required (contact restaurant to obtain one)
- **Sales Tax** – Purchases on behalf of Harvard are sales tax exempt (Use of HCOM, Pcard or Corporate Card required for exemption to be applied)

Note: In extenuating circumstances, MRA (Missing Receipt Affidavit) can be submitted when all efforts to retrieve a copy of a receipt are exhausted

Travel purpose:

Combining business-related trips AND other travel

- Obtain PI approval prior to booking travel
 - If approved, a comparison of the round trip business-related itinerary and the intended itinerary **MUST** be done within one business day of booking. A print out is **REQUIRED**
 - Airfare reimbursement is limited to the lowest air fare class of the comparisons
 - Other travel expenses incurred outside the business-related itinerary are not reimbursable
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Travel expenses on Federal grants:

Airfare:

- Lowest economy fare class only
- Must use a U.S. domestic airlines and comply with the [Fly America Act](#) (consult with Lab Administrator/Faculty Assistant for exceptions)

Conference fees:

- Must directly benefit the research project supporting the travel costs (i.e., presenting data supported by the award, attending a talk that will directly benefit the research project, or an aim of the research project is to host a conference related to the funded research project)

Local Conference or formal scientific meetings (within 50 miles from work location)

- **Conference fees** – Allowed
- **Lodging** – Not allowed unless in exceptional circumstances (**REQUIRES PRIOR APPROVAL**)
- **Meals (Individual)** – Not reimbursable when incurred locally. [Click here](#) to search distance
- **Meals (Business)** – Reimbursable on federal awards for **ONLY** attendees on travel status, otherwise charged to nonfederal awards
- **Transportation costs** – Taxis, local train/bus and parking are allowed for business related travel

Professional membership fees/dues:

- Appropriate when:
 - Required for conference attendance and attending the conference directly benefits the award; and
 - It reduces the overall cost of attending the conference