



# Harvard University

## Lowest Economy Airfare Split Coding Job Aid For use with Travel Policy Effective March 1<sup>st</sup>, 2016

### INSTRUCTIONS

When traveling on a federally funded sponsored project and the airfare is in excess of the lowest economy fare class but meets the requirements of the University Travel Policy, attach written documentation of the lowest economy fare class for the same itinerary as the travel that was booked. The documentation of the comparable airfare **MUST** be obtained within one business day of booking the flight and should be attached to this form. Charge the lowest economy fare class amount to the federal award and charge the difference to a non-sponsored account.

**NO** portion of the fare can be charged to the federal award unless the traveler (or the traveler's staff) obtains documentation of the comparable economy class fare within one business day. Late quotes are not allowed as substitute documentation.

Allocation	Account	Amount	Total
Federal Award Account			\$
Unrestricted Account			\$
Unrestricted Account			\$
Total			\$

\_\_\_\_\_  
Reimbursee Name

\_\_\_\_\_  
Date