



HARVARD UNIVERSITY | DEPARTMENT OF Molecular and Cellular Biology

Know, Before You Go...



Booking Travel

The preferred and most convenient way to book your travel is through one of Harvard's preferred agencies. They are able to take advantage of University discounts negotiated with preferred travel partners. If you book through BCD Travel, you can charge air tickets directly to your department. Our preferred agencies are available 24/7/365 to assist you before and during your travel – especially convenient when dealing with unexpected travel events.

Preferred Travel Agencies— The agents at BCD Travel, Egencia, The Travel Collaborative, OTT Travel, HTT Travel and Protravel International can help you with all your air, car and hotel reservations.

Preferred Airlines – Reservations must be made through one of Harvard's preferred agencies to receive discounts. Take advantage of discounts the University has negotiated with USAirways, American, Jet Blue, Delta Airlines, Air France and more.

Amtrak – Amtrak tickets can be purchased through any of our preferred Travel Agencies.

Car Rentals – Harvard has negotiated discounts with Enterprise (corp. ID-X2HARVB), Hertz (corp CDP -31570) and Avis corp. AWD – A266700).

Hotel Reservations – Book standard rooms at recommended hotels. The University is a member of Club Quarters, private hotels available to employees and guests of member organizations, located in major metropolitan cities. Harvard also has a chain wide agreement with Starwood Hotels. Harvard employees can receive a discount of 20% off the Best Available Rate by using Harvard's SET number -17885.

Quick Tips

- Book your travel early to take advantage of any available discounts.
- Missed your flight or connection? If you booked through a Harvard Preferred agency they provide 24/7/365 assistance.
- Consult the FAA website www.faa.gov/passengers/ for travel advisories and lists of permitted or prohibited items, carry-on information etc.
- For foreign travel advisories visit the state department website: <http://travel.state.gov/>
- Remember to retain all itemized meal, travel and passenger ticket receipts for timely reimbursement.
- Harvard provides assistance with medical and other emergencies through Harvard Travel Assist. Additional information is available at www.traveltools.harvard.edu.

www.travel.harvard.edu



Know, Before You Go

How Am I Reimbursed?

Employees must submit reimbursement requests & receipts **immediately** to be received by University Financial Services **within 90 days from the date of the completion of their trip** for non-taxable reimbursement.

91 to 182 days after the trip end date

All payments will be considered income and subject to tax withholding.

Beyond 183 days after trip end date

Employee cannot be reimbursed with University funds.

Reimbursement form to University Financial Services (UFS).

Reimbursement forms are available from your local administrator or can be downloaded at:

www.travel.harvard.edu

All reimbursement forms must be accompanied by several documents including:

- Receipts for all individual expenses and hotel folio charges regardless of the amount. If you don't have a receipt, submit a Missing Receipt Affidavit and form of payment (i.e. credit card statement)
- Employee Reimbursement / Corporate Card Payment Form

Please Remember:

- The Traveler, or person being reimbursed, must sign the Web Voucher Reimbursement receipt report or UEF
- Web Voucher Reimbursement forms must be directed to the Traveler's local approver, approved in the system, and then sent to UFS.

How Do I Pay for My Travel?

- **Travel & Entertainment (T & E) Card**—The recommended payment method for travel and entertainment expenses is the Corporate T & E card. Paid employees who take at least three business trips per year and/or incur entertainment expenses of \$5,000 or more per year are strongly encouraged to apply for a T & E Card. Learn more at:

<http://ufs.fad.creditcardservices.harvard.edu>

- **Direct Billing**—Airfare booked through BCD Travel can be directly billed to your department. For more information visit www.travel.harvard.edu and click on the Booking Your Travel tab.
- **Personal Credit Card or Cash**—Personal credit cards are allowed, but are not a preferred method for individuals eligible for the T & E card. The University is not responsible for late payments and associated finance charges. **Prepaid travel expenses (such as airline tickets) purchased with personal funds will not be reimbursed until after the trip or event has taken place.**

For questions regarding reimbursement, call 617-495-7760 option 1

Foreign Travel Considerations

- Traveling to certain foreign countries require a visa. For discounts on visa services, and as well as other tips and advice for traveling abroad, visit: www.traveltools.harvard.edu
- When traveling internationally, check with your healthcare provider to make sure you are covered outside the United States. Harvard provides assistance with medical or other emergencies through Harvard Travel Assist.

Additional information is available at:

www.traveltools.harvard.edu

- **If you are travelling internationally on a federally-sponsored project, the Fly America Act states you must use a United States flag carrier.** Be sure to let your agent know you are traveling on sponsored funds so they can book the appropriate carrier for you.
- For more information on foreign travel, visit www.travel.harvard.edu and click on the International tab.



Important Contact Information

Harvard Travel Website—
www.travel.harvard.edu

Harvard Travel Desk at BCD Travel—
617-496-8000 or 800-60-5640
Monday—Friday, 9am—6pm, EST
Email: harvardtravel@bcdtravel.com
Emergency Travel (after hours):
877-818-2356 (ID Code—A3R9)

The Travel Collaborative—
617-497-8123 o 800-370-7400 x23
After hours: 888-567-9396 (ID Code—G377)

Protravel International—
617-559-3766 or 888-559-3766
After hours: 800-254-3710 (ID Code—T6KA)

Citibank Customer Service—
800-248-4553

OTT Travel—
781-890-9000 or 800-666-8822
After hours: 888-209-7420 (ID Code—ON17)

HTT Travel—
617-868-8300 or 800-797-2275
After hours: 617-838-2887 (ID Code—8FSC)

Egencia Travel— www.egencia.com
800-373-4979 or 702-939-2532

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Special Considerations

- **Business combined with Personal Travel**

When traveling on business and extending trip for personal reasons, to be reimbursed for roundtrip airfare cost after personal stay, AT TIME OF BOOKING, you MUST print out itinerary with cost of roundtrip airfare at time of business trip completion IN ADDITION to itinerary for roundtrip return after personal stay for price comparison. Any price increase difference will need to be paid by traveler.

Helpful Websites

Travel Services website:
<http://www.travel.harvard.edu/cgi-bin/travel/index.php>

Travel Policy:
<http://policies.fad.harvard.edu/pages/travel-0>

FAS Travel Policy Addendum:
http://finance.fas.harvard.edu/files/fas_finance/files/fas_travel_policy_addendum_jan14.pdf

Travel on a Federally Sponsored Award:
<http://osp.finance.harvard.edu/travel-policy>