# Reimbursement Policies at a Glance

Reimbursees and approvers should be familiar with all University reimbursement policies. You can find them in the **Policies & Reimbursements** section on the **Harvard Travel Services** web site: [www.travel.harvard.edu](http://www.travel.harvard.edu) or by calling (617) 495-7760.

## General Guidelines

| Airfare – Class of Service | Domestic (Includes Canada and Mexico) - Lowest coach class fare  
See the [Harvard Travel Policy](http://www.campustravel.com/university/harvard/) for additional information. |
|---------------------------|------------------------------------------------------------------------------------------------------------------|
|                           | International (Includes Alaska and Hawaii) - Coach or business class  
See the Sponsored Project Travel section in the [Harvard Travel Policy](http://www.campustravel.com/university/harvard/) for more information. |
|                           | Note: First class is not allowed for either type. |

## Reimburse Guidelines

### Minimum Detail for Expenses

All expenses must be itemized and subtotalied by the categories below:

- Air/rail Travel
- Ground Transportation – taxi, car rental, subway, etc.
- Lodging
- Meals – Business and entertainment
- Other – Supplies, miscellaneous, etc.

### Detailed Business Purpose

Business purpose must address the topics below:

- Who was visited
- Where the event or activity took place
- Why the expense was incurred
- What type of event, activity, purchase
- When the event or activity took place

### Original Receipts

Original receipts must be submitted to the RCS no later than 90 days from the date the expense was incurred/ from the trip’s end-date. Required receipts are:

- Individual expenses over $75 (Some departments may require receipts for a lower amount)
- All hotel folios regardless of cost

### Missing Receipt Affidavit

As an exception, MRAs can be used in lieu of original receipts. They must:

- Be complete
- Present the signatures of the reimbursee and approver
- Proof of payment

### Reimbursee Signature

Reimbursee must sign the expense report or it will be returned.

## Approver Guidelines

Approvers must ensure that:

- The expense was incurred in the conduct of University business
- The expense report has been prepared and documented in accordance with University policy
- The expense has been charged to the proper accounts