

Harvard University Reimbursement Policy at a Glance for SEAS Employees

This information is intended to be a quick overview of the minimum requirements needed to process reimbursements. Reimbursees are held [responsible](#)* for all University and IRS reimbursement requirements found in the Harvard University Travel Policy. The complete travel policy manual is located here:

<http://travel.harvard.edu>

Submit your reimbursements in a timely manner!

Expenses must be fully processed by Harvard staff within 90 days of the original purchase or trip. Allow, at a minimum, 2 weeks of processing time. Reimbursements processed after 90 days **will be taxed** per US tax code; reimbursements cannot be processed after 180 days.

Basic guidelines around traveling and incurring charges on behalf of Harvard:

Airfare: -Lowest Coach/Economy fares should be used for all travel with receipt showing traveler name, method of payment, ticket #, and itinerary.	Meals: -Retain both credit card and itemized (listing all items purchased) receipts. -Alcohol is not allowed on sponsored funds
Hotel: -The Hotel Folio (bill) listing the name of the reimbursee/guest is required along with the daily room rate and tax charges	Tax: -Harvard is a sales tax-exempt institution in MA and some other states. When purchasing items on behalf of the University*, request for the tax to be removed (tax exempt form is available) <i>*Out-of-pocket expense are ineligible for tax exemption</i> -Meals and hotel tax are always reimbursable.

Travel on sponsored funds often has more restrictions; before booking consult with the Faculty Administrator.

Receipts:

Retain or upload any required receipts for expenses processed in Concur (the Harvard reimbursement system.)**

Detailed business purpose must accompany each expense addressing each topic below:

Who -name of traveler/s, attendees

What -type of event, activity, or purchase

Where -the event or activity took place

When -the event or activity took place

Why -the expense was incurred on Harvard business

This guidance does not apply to students and non-employees.

* The Responsibilities of Purchasers, Preparers and Approvers policy governs all purchases made at Harvard; details can be found here: <https://policies.fad.harvard.edu/responsibilities-purchasers-preparers-and-approvers>

** Faculty Administrators can assist faculty and their lab members in getting set-up in Concur, trainings can be found here: <https://travel.harvard.edu/concur-training>