

## Air Travel Guidelines at a Glance

Harvard strongly encourages travelers to book airline tickets through one of Harvard's [preferred travel agencies](#) and to use [preferred airlines](#). Preferred agencies and airline vendors may provide additional value (e.g., after hours access, fare discounts, free priority seating, boarding or re-accommodation), etc. See the [Travel Policy](#) and FAQ for additional guidance.

	Federal Funds (Including Federal Cost-Share Funds)			Non-Federal Funds / University Funds (If no additional local unit or fund restrictions apply)		
	Domestic Air Travel inside the contiguous 48 United States	Air Travel Involving Canada, Mexico, Alaska, Hawaii, or U.S. Territories and Possessions when flying to, from, or within these locations	International Air Travel with destination and/or origin outside the United States and its territories and possessions	Domestic Air Travel inside the contiguous 48 United States	Air Travel Involving Canada, Mexico, Alaska, Hawaii, or U.S. Territories and Possessions when flying to, from, or within these locations	International Air Travel with destination and/or origin outside the United States and its territories and possessions
<b>Lowest economy class airfare<sup>1</sup></b>	Required	Required	Required	Required	Allowed within policy	Allowed within policy
<b>Business class if single non-stop flight leg is more than six (6) hours<sup>2</sup></b>	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Allowed within policy	Allowed within policy
<b>U.S. Flag Carrier unless qualify for an exception as noted in the <a href="#">Fly America Act</a><sup>3</sup></b>	Required	Required	Required			
<b><a href="#">Open Skies Agreement</a> (exception to Fly America which is an agreement between the US and a foreign government)<sup>4</sup></b>	Required	Required	Required			

<sup>1</sup> Harvard defines lowest economy class airfare (sometimes called coach, standard economy fare class or base airfare) to include a reserved seat, one personal item, one carry-on bag, and one checked bag. Where there is a high likelihood that the itinerary may change; it is appropriate to purchase a refundable (unrestricted) ticket. Include in the business purpose section of the reimbursement request the reason for purchasing a refundable ticket. Under extenuating circumstances certain exceptions may apply (e.g., documented medical reasons, circuitous routing, etc.). For Federal or cost share funds see [Federal Lowest Economy Airfare Travel Reimbursement Exception Form](#) or [Travel Policy](#) for additional details.

<sup>2</sup> Under extenuating circumstances certain exceptions may apply (e.g., documented medical reasons, circuitous routing, etc.). For Federal or cost share funds see [Federal Lowest Economy Airfare Travel Reimbursement Exception Form](#) or [Travel Policy](#) for additional details.

<sup>3</sup> When a non-U.S. flag air carrier is used for travel charged to federally-sponsored or cost-share awards, a [Fly America Travel Reimbursement Exception Form](#) must be completed. If not completed appropriately, the expenses must be charged to a nonfederal award.

<sup>4</sup> An exception to Fly America is when an [Open Skies Agreement](#) is in place between the U.S. government and the government of a foreign country, with the exception of Department of Defense funds. See [Open Skies Document](#).