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This addendum is to the [Harvard University Travel Policy](#), in effect July 1, 2010  
revised December 1, 2015

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## **DEPARTMENT & LOCAL UNIT GUIDELINES**

At their discretion, FAS local units/departments may impose more restrictive guidelines for budgetary or control reasons, but they may not be less restrictive than the guidelines stated in this policy.

## **FAS MEAL GUIDELINES**

Payments and reimbursements for business meals, including meals incurred while traveling on university business, will be processed up to the following limits (*tips should not exceed 20% of the bill as a general rule*):

- Breakfast \$20 per person, including tax and tip
- Lunch \$45 per person, including tax and tip
- Dinner \$100 per person, including tax and tip

## **SPOUSAL/FAMILY TRAVEL & MEAL EXPENSES**

An employee's spouse or family travel or meal expenses are not reimbursable unless pre-approved by the FAS Financial Dean.

## **PROCESSING EXCEPTIONS**

Requests for Exception Approval are handled by FAS Procurement Office through an Exception Request Form. The form and instructions can be found on the FAS Administrative Operations website at <http://finance.fas.harvard.edu/fp/travel-reimbursement.html>.

Completed forms must be forwarded electronically only by Department/Center Administrators or Financial Officers to [finxcept@fas.harvard.edu](mailto:finxcept@fas.harvard.edu) for approval. Each request will be evaluated individually on the basis of this policy, University policies and external regulations. The FAS Office of Finance cannot grant any exceptions to federal travel requirements.

## **FACULTY RECRUITMENT**

The University and the FAS recognize the unique nature of certain travel and entertainment expenses incurred for faculty recruitment activities. If these activities necessitate a deviation from spending policy, individuals should obtain approval for the exception prior to incurring the expense whenever possible.

In the case of faculty recruitment, an email explaining the exception should be sent to the FAS Faculty Development Office (contact Tyler Kirsch at [kirsch@fas.harvard.edu](mailto:kirsch@fas.harvard.edu)) and written approval from that office should be attached to the completed Expense Report before submission to the Travel Office.

No **ADDITIONAL** approval is required from the FAS Office of Finance for recruitment expenses, except in the case of first-class travel.

## **CONTACTS**

FAS Procurement Team, [adminops-procurement@fas.harvard.edu](mailto:adminops-procurement@fas.harvard.edu)  
FAS Office of Finance, [fasfin@fas.harvard.edu](mailto:fasfin@fas.harvard.edu)