**Harvard University**

**INSTRUCTIONS**

**FEDERAL AWARDS AIRFARE COST ALLOCATION CODING JOB AID**

**Effective January 1st, 2016**

**FEDERAL AWARD AIRFARE COST CODING INSTRUCTION**

When traveling on a federally funded sponsored project and the airfare is in excess of the lowest economy fare class but meets the requirements of the University Travel Policy, attach written documentation of the lowest economy fare class for the same itinerary as the travel that was booked. The documentation of the comparable airfare MUST be obtained within 24 hours of booking the flight. Charge the lowest economy fare class amount to the federal award and charge the difference to a non-sponsored account.

When completing this form, please attach a copy of the price quote of a lowest available economy fare for the same itinerary obtained within 24 hours of booking the flight.

If the traveler can’t provide the documentation of the lowest available economy fare obtained within 24 hours of booking the flight, no portion of the airfare can be charged to the federal grant.

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| --- | --- | --- | --- |
| Allocation | Account | Amount | Total |
| Federal Award Account |  |  | $ |
| Unrestricted Account |  |  | $ |
| Unrestricted Account |  |  | $ |
| Total |  |  | $ |

# Reimbursee Name Date