

Appendix A: Air Travel

1. Preferred travel partners.

- a. Harvard strongly encourages travelers to book airline tickets through one of Harvard’s preferred travel agencies and to use our preferred airlines where possible. To learn more about Harvard’s travel agency partners and exclusive travel discounts, visit the Harvard Travel Services website, at <http://www.travel.harvard.edu/cgi-bin/travel/booking/index.php>.
- b. US Airways Shuttle Program – USAirways Shuttle travel - The most cost effective way to purchase your shuttle tickets is through the ShuttlePro program. This is the only time you are encouraged to go outside of our preferred travel agencies. The ShuttlePro program allows you to purchase your tickets at a USAirways Shuttle kiosk at the discounted Harvard fare. In order to participate in this program you must register. For directions, go to: <http://www.travel.harvard.edu/travel/documents/ShuttleProRegistrationInstructionR1.pdf>

2. Fare guidelines

- a. Generally, travelers are expected to book the lowest-priced, non-stop airfare available. First class air travel is not allowed. Business class, where offered on a three-cabin flight, is acceptable in limited circumstances when the non-stop flight time exceeds six hours. Under extenuating circumstances, such as documented medical reasons, business class or first class service may be reimbursable where it is normally prohibited, provided the expense is approved by the traveler’s Financial Dean.

	Duration of single non-stop flight is six (6) hours or less	Duration of single non-stop flight is more than six (6) hours
Domestic Air Travel inside the contiguous 48 United States	Lowest-priced non-stop economy class airfare only	Lowest-priced non-stop economy class airfare only
Air Travel Involving Canada, Mexico, Alaska, Hawaii, or U.S. Territories and Possessions when flying to, from, or within these locations	Lowest-priced non-stop economy class airfare only	Lowest -priced non-stop business class (where offered on a three-cabin flight), if permitted by local policy and budget
International Air Travel with destination and/or origin outside the United States and its territories and possessions	<i>If charged to federal funds:</i> lowest-priced non-stop economy class airfare <i>If charged to other funds:</i> Lowest-priced non-stop business class airfare	Lowest -priced non-stop business-class, (where offered on a three-cabin flight) if permitted by local policy, budget, and sponsor (if charged to sponsored funds)

- b. Ticket upgrades: Some airlines charge fees for preferred seating and similar options. Where necessary and permitted by local policies and budget, reasonable costs for these items are reimbursable. However, these costs cannot be charged to federally sponsored awards. In these cases, other University funds must be used for reimbursement.
- c. Airline frequent flyer programs
 - i. Free tickets: Harvard CANNOT reimburse travelers for tickets purchased with frequent-flyer miles. Monetary compensation provided to an employee in exchange for a free ticket is considered additional income. Harvard will reimburse fees associated with issuing a frequent-flyer ticket, such as taxes and agency or airlines services fees. Travelers must always select the lowest-priced flight available regardless of personal frequent-flyer memberships.
 - ii. Upgrades: travelers may use personal, frequent-flyer-program miles to upgrade tickets provided there is no additional cost to the University. Note all free upgrades on the expense-reimbursement report to avoid confusion when auditing.
 - iii. Airline policies: Harvard travelers are expected to observe airline policies regarding booking of flights, including restrictions on purchase of a roundtrip ticket for one-way travel.

3. **Federal funding restrictions.** Federal regulations require Harvard travelers using federal funds to travel on U.S. Flag Carriers domestically, when departing from the U.S. and where available abroad, even if less costly

foreign flag carriers are available. However, travel on foreign flag carriers is acceptable when:

- a. It meets an exception in the Open Skies Agreement, which allows federally-funded air travel on European Union airlines as well as U.S. Flag Air Carriers. There are also Open Skies agreement with Australia, Switzerland and Japan.
See http://www.travel.harvard.edu/travel/documents/open_skies_agreement.pdf
- b. There are extenuating circumstances as described in the Harvard University Federal Awards Travel Reimbursement Exception Form: http://able.harvard.edu/forms/FATREF_v5_12_5_11.pdf
- c. No U.S. flag carriers provide service in the area of travel
- d. Use of foreign carriers is a matter of necessity as defined by the U.S. General Services Administration's Federal Travel Regulation Part 301-10

4. Airline fees

- a. Reimbursable:
 - i. Baggage check fees: Harvard will reimburse employees for reasonable and necessary fees for checking baggage.
 - ii. Ticket cancellation fees and change fees: Harvard will reimburse any cancellation fees or change fees provided there is a valid reason, such as a canceled conference or a medical emergency, for the change or cancellation of the ticket. Authorized approvers must ensure any change or cancellation fees charged to sponsored funds are allowable.
- b. Not reimbursable:
 - i. Lost or damaged baggage: Harvard will not reimburse travelers for personal items lost or damaged while traveling on business, nor will the University replace lost or damaged personal items. The traveler must address any such claims to the responsible airline.
 - ii. Airport airline club membership fees: airline club membership dues and similar programs are not reimbursable expenses.

5. Airline incidentals: some airlines charge fees for snacks, non-alcoholic drinks, WiFi charges, pillows and blankets, etc. Where permitted by local policies and budget, reasonable costs for these items are reimbursable. However, these costs cannot be charged to federally sponsored awards. In these cases, other University funds must be used for reimbursement.

6. Unused tickets

- a. When travel plans must be changed due to unforeseen circumstances, the traveler is responsible for notifying Egencia, or the airline or travel agency that booked the ticket. Flights must be cancelled prior to flight departure time. The traveler should request a refund (when a refundable ticket was issued) or request that cost of the unused ticket be applied to a future ticket. Penalties for changes to an airline ticket or similar charges for business reasons or circumstances beyond the traveler's control will be reimbursed. Unused tickets cannot be used for personal travel.
- b. For tickets purchased using federally-sponsored funds, contact the Office for Sponsored Programs to determine if the penalty may be charged to the grant.

7. Non-commercial flights:

- a. Due to safety concerns, the University discourages the use of chartered and private aircraft (please see [the Chartered & Private Aircraft Risk Discussion](#) on the Risk Financing and Insurance website). Further, the University does not purchase insurance against legal liability arising out of the use of chartered or private aircraft. Consequently, any tub using such aircraft bears sole financial responsibility for resulting claims or loss. Therefore, any student, faculty member, staff member, administrator, etc. considering a chartered flight or the use of private aircraft for travel, research, or any other activity in connection with a University initiative must contact their local tub financial dean (or designee), administrative dean (or designee) or Vice President in advance to obtain authorization/confirmation of their willingness to accept financial responsibility for any resulting liability.
- b. It's strongly recommended that TUBs using chartered or private aircraft obtain advance proof of adequate liability insurance from the aircraft owners/operators, even if the owners/operators are

Harvard personnel. Minimum limits of \$25 million for light turboprop aircraft, \$50 million for light jet aircraft (41,000 lbs. or less certified takeoff weight—and seating capacity of less than 10 passengers), and \$3 million per seat for jet aircraft with seating capacity of 10 passengers or more and for any aircraft operated outside the US are recommended. For additional details regarding insurance requirements for charter and private aircraft owners/operators, please see the Vendor and Contractor Indemnification and Insurance Requirements on the Risk Financing and Insurance Department website.