



Addendum to Business Expense Reimbursements Policy Work-Related Travel to Campus

These guidelines are a tool to help Harvard Schools and Units apply the Business Expense Reimbursement Policy to travel to campus expenses for **fully remote staff** if that School or Unit chooses to do so. Schools and Units may have more restrictive policies. See [Commuting / Travel Expenses for Harvard Employees chart](#).

Guiding Principles

- Only **fully remote** employees (defined as working off-campus for all working hours) in registered states are eligible for reimbursement of travel to campus expenses; hybrid workers who have a regular on-campus presence are not eligible.
- For the purposes of this addendum, a “fully remote employee” may either be an individual paid on a Harvard payroll (in Harvard registered states) or on a third-party payroll (such as AllSource or a PEO).
- The current [Travel Policy](#) should be followed along with corresponding resources and appendices.
- The University dictates when travel to campus is necessary, and the work drives the parameters of the visit (e.g., duration).
- Practices are applied consistently based on business need and the nature of the work.
- Guidelines are subject to change, approval for a given situation is not an indication of future precedent
- Travel expenses outside of these guidelines may be paid as an exception if approved by local unit head and Financial Dean or equivalent. These payments must be treated as taxable income to the traveler.

Qualifying Expenses

Travel to campus expenses may be reimbursed tax-free only when all four below criteria are met:

1. **The employee is fully remote.**
2. The fully remote employee’s primary work location (i.e., residence) is 150 miles or more each way from campus.
3. The department/business drives the reason for travel such as Town Halls, critical business meetings or other work events consistent with the “intentional presence” [dynamic work guiding principle](#).
4. The fully remote employee’s travel to campus is infrequent, defined as up to 4 times per calendar year. Up to two additional visits based on business need may be allowable subject to unit head and Financial Dean approval.

Reimbursement Guidelines

- If needed, lodging is generally allowable for up to 3 nights per approved trip; additional nights based on business need may be allowable subject to unit functional leadership and Financial Dean approval.
- Reimbursement for meals, ground transportation and other incidentals should follow the [Travel Policy](#).
- All reimbursements (taxable or nontaxable) must be processed through the employee’s respective payroll system. Concur would be used for Harvard employees and Fieldglass for contingent workers on a third-party payroll provider. B2P nonemployee reimbursements should not be used for contingent workers.
- All expenses must meet accountable plan rules (business purpose, receipts, timely).
- Additional restrictions may apply when using sponsored funds. Generally, travel for departmental meetings or general events is not allowable on sponsored funds.
- Travel expenses are subject to audit. Expenses that do not comply with these guidelines may not be reimbursed or may be treated as taxable income to the traveler.

Business Travel

Remote employees may be reimbursed for business travel expenses, under similar circumstances as employees who work on campus are reimbursed. However, contingent workers (paid through a third-party payroll) are generally reimbursed via the third-party for pre-approved University travel expenses. See [under how to: Submit an Expense Sheet in Fieldglass](#) and [Approving Expense Sheets](#).



Commuting / Work Related Travel to Campus Expenses Harvard Employees

Work Schedule	Definitions	Campus Travel
Fully On-Site	Working on-campus or on-site for all working hours, with flexibility in schedules as appropriate.	Are not eligible for reimbursements for travel to campus.
Hybrid/Partially Remote (Telework)	Working some number of days on-campus and others off-site.	Are not eligible for reimbursements for travel to campus.
Fully Remote (Remote Work)	Working off-campus (at home or elsewhere) for all working hours.	Eligible for qualified reimbursements (nontaxable) at the school or unit's discretion and meeting the following criteria: <ul style="list-style-type: none">• University determines when travel to campus is necessary and the work drives the parameters of the visit (e.g., duration), AND• employee is traveling from their primary work location which is ≥ 150 miles each way, AND• employee cannot exceed 4 trips to campus in a calendar year, AND• all expenses must meet accountable plan rules (business purpose, receipts, timely).

Notes:

- Short-term, temporary assignments (≤ 1 year) may fall under different tax guidelines. See [Moving, recruiting, and related expenses](#) or contact financialpolicy@harvard.edu with questions.
- Departments have the discretion to pay additional taxable income to employees who do not meet the criteria outlined in this policy if budget and funding allow.
- Contingent workers paid through a third-party payroll provider would be reimbursed through their payroll provider (e.g., Fieldglass) and not through Buy-to-Pay as a nonemployee reimbursement. See [under how to: Submit an Expense Sheet in Fieldglass](#) and [Approving Expense Sheets](#).