

To: GSD Faculty  
From: Kathy Cox, Controller  
Subject: Harvard Business Expense and Reimbursement Policies  
Date: August 16, 2019

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The following highlights Harvard's key business expense and reimbursement policies. Business expenses are payments for goods and services that benefit Harvard and are necessary and appropriate in the conduct of University business. These include direct payments to vendors for goods and services and reimbursements to employees for travel, meals, and entertainment expenses related to University activities.

#### ***HIRING INDIVIDUALS OR CONSULTANTS***

**Effective July 1, 2019, the Independent Contractor Policy was revised. While the policy itself has not changed substantively, the revised policy provides guidance and clarification on when an individual should be classified as an employee or independent contractor. In order for Harvard to comply with Massachusetts and federal law, the policy will be strictly enforced. Exceptions to the policy cannot be allowed. [To view policy, click here](#)**

Individuals providing services to the University must be properly classified as either an employee or an independent contractor. Human Resources will determine the classification after reviewing a completed independent contractor questionnaire. Prior to engaging/hiring an individual (non-student), please contact Alla Armstrong to discuss the required paperwork.

Employees should never pay an individual directly for goods or services.

#### ***NON-HARVARD BUSINESS AND PERSONAL EXPENSES***

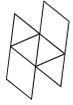
Non-Harvard business or personal expenses cannot be charged to the Harvard Corporate Card and/or submitted for reimbursement. GSD will not reimburse for non-Harvard business expenses, even if another institution commits to reimbursing Harvard later.

#### ***AUTHORIZED SIGNERS OF CONTRACTS***

Faculty may not sign vending or service contracts on behalf of the GSD without prior review and approval by the Associate Dean for Administration or the Associate Dean for Operations and Finance. Please contact either with questions.

#### ***REIMBURSEMENT DEADLINES***

- 1) Employees have **30 days** from the end date of a trip or the date of a non-travel expense to submit expense reimbursement requests and Corporate Card receipts to the Academic Programs Business Office (Gund Hall, 4<sup>th</sup> Floor, Rooms 405-407).
  - a. Requests submitted after 30 days may incur a non-reimbursable Corporate Card late fee. University Corporate Card holders are responsible for making sure that all charges are paid in a timely basis. Cardholders are personally liable for the payment of late fees and penalties, and non-reimbursable expenses should be paid directly to Citibank.
  - b. Requests submitted 91 to 182 days after the trip completion or transaction date will be considered additional income and will be taxed accordingly.
  - c. Requests submitted 183 days after the trip completion or transaction date of the expense will not be reimbursed.
- 2) Employees who spend personal funds (i.e., not charged to the Corporate Card) cannot be reimbursed until the trip or event has occurred.



U.S. Internal Revenue Service regulations require specific documentation of business travel, meals, and entertainment expenses in addition to submitting receipts. Expense documentation must include the following information:

<b>Who?</b>	The name of the individual who incurred the expense & the names of other individuals who attended & their institutional affiliations
<b>What?</b>	What the expense entailed (e.g., business lunch, travel dinner, reception)
<b>When?</b>	The date travel, meal or entertainment occurred
<b>Where?</b>	The location including city/state/country
<b>Why?</b>	Topic discussed, business, research activity, or agenda & how it relates to Harvard/fund charged

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Thank you for your attention to these policies and procedures.

If you need additional information, please contact Alla Armstrong at [alla@gsd.harvard.edu](mailto:alla@gsd.harvard.edu) /617-496-1235.