

To: GSD Staff
 From: Kathy Cox, Controller
 Subject: GSD Travel Policies
 Date: August 16, 2019

The following highlights key travel policies for the GSD. While there are no significant changes from last year, please review prior to booking travel.

Preferred Vendors: Travelers are strongly encouraged to use Harvard’s preferred travel agencies because of negotiated discounts with airlines, Amtrak, rental car companies, hotels, and other travel providers. For more information, see: <http://www.campustravel.com/university/harvard/>

Air & Train Travel:

Since there have been several questions regarding the GSD’s International air travel policy, we wanted to reiterate that the GSD will reimburse business class travel for international flights only when the total air-time is 10 hours or greater in each direction.

1. Please refer to the table below to determine the appropriate airfare class option for travel based on destination and length of travel time.

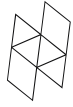
Total Air Time (1)	Economy Fare (2)	Premium Economy Fare	Business Class Fare
Inside the Contiguous 48 United States	x		
All Other Travel (3):			
Less than 10 Hours	x		
Over 10 Hours	x	x	x

(1) Air time is the total of in-air travel for each direction of the flight.

(2) Travelers are expected to book the lowest priced, non-stop economy or coach class airfare that allows for seat selection and checked bag (checked bag might need to be purchased separately). This might not be the lowest priced option available

(3) Includes International travel, Canada, Mexico, Alaska, Hawaii or US Territories

2. Where possible, travelers are strongly encouraged to plan trips and buy non-refundable tickets because of the large cost savings.
3. Travelers will not be reimbursed for tickets purchased with frequent flyer miles or personal credits/vouchers.
4. Membership or fees for priority boarding, expedited security screening or customs processing (Global Entry, PreCheck, Nexus, Sentri) are not reimbursable.
5. First class travel is not allowed and will not be reimbursed.



- For economy or coach airfare, travelers are expected to book the lowest priced, non-stop economy or coach class airfare that allows for seat selection and checked bag (checked bag might need to be purchased separately). This might not be the lowest priced option available

Train Travel: First class travel is not allowed and will not be reimbursed.

Additional Travelers: No expenses will be reimbursed for partners, spouses, or other family members.

HOTELS

Travelers are expected to use lodging that is safe, comfortable and reasonably priced (not luxury hotels, boutique hotels or resorts). It is strongly recommended that travelers use one of Harvard’s preferred hotels. If travelers cannot use one of Harvard’s preferred hotels, travelers should follow federal room rate guidelines plus 25% (rate guidelines are attached).

Hotel Rate Pricing Guidelines

Travelers are expected to use lodging that is safe, comfortable and reasonably priced (not luxury hotels, boutique hotels or resorts). If travelers cannot use one of Harvard’s preferred hotels, travelers should follow federal room rate guidelines plus 25%.

<i>Rates based on Federal Rate Plus 25%</i>			
<i>United States</i>	<i>Cities</i>	<i>Asia</i>	<i>Cities</i>
\$ 375.00	New York, NY	\$ 295.00	Beijing
\$ 415.00	San Francisco, CA	\$ 350.00	Tokyo
\$ 230.00	Los Angeles, CA	\$ 290.00	Seoul
\$ 320.00	Washington, DC	\$ 220.00	Taipei, Taiwan
\$ 285.00	Chicago, IL	\$ 445.00	Hong Kong
<i>International</i>	<i>Cities</i>		
\$ 510.00	Paris	\$ 340.00	Johannesburg
\$ 360.00	London	\$ 280.00	Mumbai
\$ 460.00	Rome	\$ 325.00	Delhi
\$ 465.00	Venice		
\$ 255.00	Stockholm		

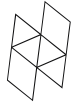
Hotels Outside of the Cambridge Area

Additional information may be found at: <http://www.campustravel.com/university/harvard/>

Marriott International

Harvard is now a member of Marriott’s Global Partnership Program. As a member, Harvard employees receive a minimum 10% net discount with Last Room Availability for standard rooms across all brands (excluding Design Hotels, Marriott Executive Apartments & Marriott Vacation Club International).

[To learn more click here](#)



Club Quarters

Club Quarters are private hotels for the exclusive use of employees and guests of its member organizations in prime downtown locations. Club Quarters has four room sizes for long or short stays.

[Club Quarters reservations](#)

Choice Hotels

Harvard travelers can save up to 20% at Choice Hotels. Choice Hotels include Cambria Hotels and Suites, the Ascend Hotel Collection, Comfort Inn, Comfort Suites, Quality Inn, Sleep Inn, Clarion, Mainstay, Suburban, Econolodge and Rodeway. The 20% discount off the Best Available Rate is available to associates of Harvard University for both business and leisure travel. [To learn more click here.](#)

Wyndham Hotel Group Hotels

Harvard travelers can save up to 20% at Wyndham Hotel Group Hotels. Wyndham Hotel Group includes Wyndham Hotels and Resorts, Days Inn, Ramada Worldwide, Super 8, Wingate by Wyndham, Baymont Inns and Suites, Hawthorn Suites by Wyndham, Microtel Inns and Suites, Howard Johnson, Travelodge and Knights Inn. The 20% discount off the Best Available Rate is available to associates of Harvard University for both business and leisure travel. [To learn more click here.](#)

BUSINESS TRAVEL, MEALS, AND ENTERTAINMENT

The maximum reimbursement for a dinner business meal, both local and while travelling, is \$75 per person (including alcohol, tax, and tip). Itemized receipts should be retained and must be submitted if total amount is \$75 or greater.

Thank you for your attention to these policies and procedures.

Note that exceptions may apply for travel related to development activities. Please check with the dean's office or the development office prior to the travel or activity.

If you need additional information, please contact Heather Gallagher, at heather_gallagher@gsd.harvard.edu or 617-495-4115.