



FAS Travel Policy Addendum, effective January 9, 2014

This addendum is to the [Harvard University Financial Policy: Travel](#), in effect June 30, 2013.

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### Department and Local Unit Guidelines

At their discretion, FAS local units/departments may impose more restrictive guidelines for budgetary or control reasons, but they may not be less restrictive than the guidelines stated in this policy.

### FAS MEAL GUIDELINES

Payments and reimbursements for business meals, including meals incurred while traveling on university business, will be processed up to the following limits:

- Breakfast \$20 per person, including tax and tip
- Lunch \$45 per person, including tax and tip
- Dinner \$100 per person, including tax and tip

As a general rule, tips should not exceed 20% of the bill.

### SPOUSAL/FAMILY TRAVEL & MEAL EXPENSES

An employee's spouse or family travel or meal expenses are not reimbursable unless pre-approved by the FAS Financial Dean.

### PROCESSING EXCEPTIONS

Requests for Exception Approval are handled by the FAS Office of Finance through an Exception Request Form. The form and instructions can be found on the FAS Office of Finance website at <http://finance.fas.harvard.edu/fp/travel-reimbursement.html>. Completed forms must be forwarded electronically only by Department/Center Administrators or Financial Officers to [finxcept@fas.harvard.edu](mailto:finxcept@fas.harvard.edu) for approval. Each request will be evaluated individually on the basis of this policy, University policies and external regulations. The FAS Office of Finance cannot grant any exceptions to federal travel requirements.

### FACULTY RECRUITMENT

The University and the FAS recognize the unique nature of certain travel and entertainment expenses incurred for faculty recruitment activities. If these activities necessitate a deviation from spending policy, individuals should obtain approval for the exception prior to incurring the expense whenever possible.

In the case of faculty recruitment, an email explaining the exception should be sent to the FAS Faculty Development Office (contact Korin Watras at [kwatras@fas.harvard.edu](mailto:kwatras@fas.harvard.edu)) and written approval from that office should be attached to the completed Expense Report before submission to the Travel Office.

No ADDITIONAL approval is required from the FAS Office of Finance for recruitment expenses, except in the case of first-class travel.

### CONTACTS

Christine Benoit, FAS Procurement Manager 496-4292 ([cbenoit@fas.harvard.edu](mailto:cbenoit@fas.harvard.edu))

Joshua Dunn, FAS Procurement Administrator 496-7652 ([dunn@fas.harvard.edu](mailto:dunn@fas.harvard.edu))

FAS Office of Finance 495-1525 ([fasfin@fas.harvard.edu](mailto:fasfin@fas.harvard.edu))