This addendum is to the Harvard University Travel Policy, in effect July 1, 2010 revised December 1, 2015

DEPARTMENT & 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 (tips should not exceed 20% of the bill as a general rule):

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

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 FAS Procurement Office through an Exception Request Form. The form and instructions can be found on the FAS Administrative Operations 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 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 Tyler Kirsch at kirsch@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
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