

Kempner Institute Travel Policy Brief

This is a short overview of travel policies and allowances. Please refer to the policies at the end of this document for more detailed information.

Preparing for Your Trip

Before booking your travel, contact Michaela and Molly to ensure you follow policy and procedure to receive full reimbursements of your travel expenses.

Please include:

- Reason for travel, e.g. conference, invited talk
- Event dates
- Link to the event program
- Proposed travel dates

For multiple destinations within one trip, please provide an itinerary with dates, reasons for travel, and locations. Any personal days, before, during, or after the trip should be clearly outlined.

Travel-related expenses can only be reimbursed after a trip has concluded. We can book parts of your travel for you, e.g. flights and conference fees.

For international travel, please register your trip with the [Global Support Office](#) and upload registration with your reimbursement. **You will not be reimbursed for your trip without International SOS registration.**

Travel Arrangements

All travel arrangements must comply with the guidelines below in order to be reimbursed as Kempner-related travel expenses.

Flights:


- Economy only at the lowest price for a direct (nonstop) flight out of Boston
- You can include seat selection and one checked bag booked through an American-based/owned airline carrier such as United, Delta, Jetblue, American, etc.
- Flights out of any city other than Boston must include a flight comparison taken on the same day as your actual flight booking. You won't be reimbursed without this.
- Arrival and departure one day before/after the event is allowable.
- If you extend travel dates for personal reasons, you must include screenshots of comparison flights showing departure/arrival dates without personal travel.

- **Please contact us before booking, especially if you combine personal and business travel.** You risk ineligibility for reimbursement if the flight you book doesn't follow the travel policy.

Lodging:


Hotels

- Standard, single-occupancy room. Room upgrade fees are not reimbursable.
- Travelers are responsible for canceling room reservations when necessary; Harvard will not reimburse travelers for cancellation or “no-show” charges.
- Detailed receipts (e.g. hotel folio) showing proof of payment in your name are required.
- We can reimburse internet connection fees. However, we will not reimburse for any other expenses (e.g., movies, laundry, mini-bar, fees for fitness club, golf, spa, etc.).

 *Tip: If your flight arrives outside of hotel check-in hours (e.g., 10 p.m.), you must let the hotel know to avoid no-show charges. No-show charges are not reimbursable.*

Short-term Rentals

Short-term rentals (i.e., Airbnb, VRBO) are allowed, provided rental costs are less than a hotel in the same location. Please provide documentation of the cost comparison when choosing this as an option. Again, please select the most reasonable and economical option (i.e. if an Airbnb is near the conference venue, but costs a little more per night than an Airbnb that is twice as far away, it is considered reasonable and economical to book the closer option). If you are sharing a short-term rental with another traveler, please include your name in the booking when possible. Otherwise, you will need to submit screenshots showing that you have paid for your portion of the stay.

 *Tip: To accurately enter the information for reimbursements, please ensure the short-term rental receipt includes rates, fees, and taxes on separate lines. Airbnb does not provide an itemized receipt for each night of your stay.*

Ground Transportation:

Basic-level Uber/Lyft/Taxis are allowable. Upgrades, e.g., Uber black or limo service, are not reimbursable. We do not allow rental cars unless they are the only option for travel. Prior approval is required for rental cars. Please include ride locations in your Concur report.

 *Tip: You can connect your rideshare app with Concur to upload receipts to your report instantly.*

Meals, Incidentals, and Receipts

Meals:

You can choose between two options: actual receipts or per diem. Your choice needs to reflect the entire trip.

- *Actual receipts:* You are required to retain and submit receipts for individual meals. They MUST be itemized, and you should ask for separate restaurant bills whenever possible. Alcohol needs to be split up and calculated with tax and tip.

Daily meal allowance:

- Breakfast: up to \$20 per person
- Lunch: up to \$25 per person
- Dinner: up to \$50 per person

Individuals will be held responsible for expenses in excess of these amounts


- *Per diem:* You can request a daily per diem rate for your meal expenses - no receipts are required. If you choose meals per diem, you will receive a lump sum for meals based on the [government rate](#) of your travel destination. The first and last travel days are calculated at 75% of the daily rate.

Incidentals:

We do not reimburse for incidentals.

Receipts:

Please refer to Harvard's [Definition of Receipts](#) policy before submitting receipts for reimbursement.

 *Tip: Ask for emailed receipts whenever possible. Photos or scans of paper receipts are accepted, however, please ensure that the images are clear and meet the receipt requirements.*

Additional Information

Links to Harvard travel policies (HarvardKey login needed):

<https://policies.fad.harvard.edu/pages/travel-0>

[Appendix A: Detailed Guidelines for Air Travel](#)

[Appendix B: Detailed Guidelines for Ground Transportation](#)

[Appendix C: Detailed Guidelines for Lodging](#)

[Appendix D: Detailed Guidelines for Meals, Entertainment and Miscellaneous Expenses](#)

[Appendix E: Guidance for Combined Business and Personal Travel](#)