

# Facts you need to know about Harvard Travel Payments and Reimbursements June 2006

**1.** Please submit UNIVERSAL EXPENSE FORM and RECEIPTS to Marianne within **60 days** of completion of the trip or the date on which the entertainment of non-travel business expense was incurred. Any claim for reimbursement between **61 and 179 days** will be considered income to the employee and will be included on Form W-2 and subject to withholding taxes. This includes both reimbursements made to an individual and those paid directly to GE Capital. Expenses submitted that exceed **182 days** (six months) will not be reimbursed – we have no discretion on this.

**2.** UNIVERSAL EXPENSE FORM should contain information that satisfies the WHO/WHAT/WHEN/WHERE/WHY/WHO ELSE questions and to meet IRS standards.

**3.** RECEIPTS in general (and this is especially true for electronic receipts) must show information tying the purchase to the amount i.e. satisfy the WHO/WHAT/WHEN/WHERE/WHY/WHO ELSE rule.

**4.** GE Statements and receipts to Marianne. See 2. RECEIPTS note above. If late you are personally liable for late charges.

**5.** GE Card use does NOT cover car hire insurance, regardless of what their web site/sales representatives say.

**6.** P-Card receipts to Marianne at the time of purchase and should contain information that satisfies the WHO/WHAT/WHEN/WHERE/WHY/WHO ELSE questions to meet IRS standards.

**7.** Effective April 1, 2006, all travel on federal sponsored funds (fund numbers 100000 - 199999) has to be booked through Harvard's preferred travel vendors. This is mandatory and no fare comparison will be required. [http://vpf-web.harvard.edu/ofs/travel/tra\\_exp.shtml](http://vpf-web.harvard.edu/ofs/travel/tra_exp.shtml) they are listed to the left

If traveling internationally, and using Federally sponsored funds, you MUST use a U.S. flag carrier, regardless of price.

**8.** If claiming Meals reimbursement on a grant, you MUST

- ID the people;
- write the focus of business discussion in receipt;
- get receipts that itemize and differentiate the alcohol (this has to be separately coded (if the alcohol is not distinguishable, no part of the bill can be charged to the grant).