



Harvard Travel and Reimbursement Guidance Effective July 1, 2021

Harvard faculty, staff, and students must follow the guidance below for the foreseeable future. Non-Harvard employees traveling on behalf of Harvard to a country rated Level 4 or Level Unknown for COVID-19 by the CDC must also follow this guidance in order to help ensure the health and safety of the Harvard community and to help slow the worldwide spread of COVID-19. Individuals not affiliated with Harvard and individuals traveling to Harvard do not need follow this travel guidance but must follow the [Centers for Disease Control and Prevention \(CDC\) Travel Order](#), [Massachusetts Travel Information](#), and [Harvard's Post-Travel Testing and Quarantine information](#).

See the [Travel Guidance](#) page for additional details.

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Travel within the United States or to a [Country Rated Level 1, 2, or 3 for COVID-19](#) by the CDC

Eligibility for travel that begins July 1, 2021 or later within the U.S. or to a Country Rated Level 1, 2, or 3:

- Harvard faculty, staff, and students may travel, without a petition, as long as below criteria are met. Non-Harvard employees traveling to Level 4 or Level Unknown countries on behalf of Harvard for which Harvard is paying must follow the petition process and submit the travel approval letter from the OVPIA when submitting a reimbursement request.

Traveler Must:

- **Be fully-vaccinated with an FDA-approved (Pfizer, Moderna, or Johnson & Johnson) or [WHO-authorized vaccine](#)** (two weeks past the final dose) prior to their trip and must [submit vaccination documentation](#) to Harvard University Health Services (HUHS).
 - If traveler will not be fully-vaccinated prior to their travel, they must follow the [Travel Petition Process](#).
- **Complete the [Vaccination Attestation Form](#)** or obtain the letter from the Office of Vice Provost for International Affairs (OVPIA) approving their travel petition which must be submitted, with any travel reimbursement request (attached at the header in Concur or at the front of a nonemployee reimbursement form).
- **Follow the [COVID-19 Travel Requirements](#).**
 - College, graduate, and professional students must comply with the [student pre-departure requirements for international travel](#).
 - Postdoctoral fellows must complete a [COVID-19 Travel Waiver](#) (International Waiver or Domestic Waiver as applicable).
 - See [Booking Travel](#) section for additional travel requirements and guidance.
- **Follow all [CDC](#) and [Massachusetts Travel Information](#)** as well as [Harvard's Post-Travel COVID Testing and Quarantine Policy](#) if returning to campus.
- **Submit receipts and either a completed [Vaccination Attestation Form](#) or letter from the OVPIA** approving their petition to travel, following local school or unit reimbursement policies and procedures. The completed vaccine



attestation form or the letter from the OVPIA must be attached at the header level in Concur or as the first document after the nonemployee reimbursement form.

Travel to a [Country Rated Level 4 or Level Unknown for COVID-19](#) by the CDC

Eligibility for travel that begins July 1, 2021 or later to a Country Rated Level 4 or Unknown:

- Only faculty, postdoctoral fellows, doctoral students, and staff may [petition](#) to travel to Level 4 or Level Unknown for COVID-19 countries.
- Non-Harvard employees who are traveling on behalf of Harvard to Level 4 or Level Unknown, where Harvard is paying for the travel expenses, must also follow the [petition process](#) documented below. For example, a faculty member at another institution affiliated with a Harvard project and traveling on behalf of Harvard must follow the petition process.
- Harvard College, master's, and professional students are **prohibited** from traveling to countries rated [Level 4 and Level Unknown for COVID-19](#) by the CDC at this time.

Please submit the completed petition to the Office of the Vice President for International Affairs (OVPIA) at least 14 days, but not more than two months, prior to your proposed departure.

Traveler Must:

- Petition the Office of the Vice President for International Affairs (OVPIA) to undertake Harvard-related travel that is essential to your work. See [Criteria to Petition and Petition Process](#). Please submit the completed petition to OVPIA at least 14 days but not more than two months prior to the proposed travel.
- If a petition is approved, follow all [after travel requirements](#).
- Postdoctoral fellows must complete a [COVID-19 Travel Waiver](#) (International Waiver or Domestic Waiver as applicable)
- See [Booking Travel](#) section for additional travel requirements and guidance.
- Follow all [CDC](#) and [Massachusetts Travel Information](#) orders as well as [Harvard's Post-Travel COVID Testing and Quarantine Policy](#) if returning to campus.
- Submit receipts and the letter from the OVPIA approving the petition to travel, following local school or unit reimbursement policies and procedures. The letter from the OVPIA must be attached at the header level in Concur or as the first document after the nonemployee reimbursement form.

Booking Travel

In addition to the requirements above, travelers must continue to follow the [Harvard Travel Policy](#) and [Business Expense Policy](#).

- If traveling internationally, review [Global Support Services guidance](#) to develop a safe travel plan.
- Register your international travel with [International SOS](#)
- Using a preferred partner such as The [Travel Collaborative, Milne Travel or Egencia](#) (for on-line purchases) is strongly recommended. Our partners are familiar with Harvard travel guidance and policies, COVID-19 safety, and entry requirements, can advise on best routing, and have access to Harvard discounts.
- Harvard Travel Policy allows for reimbursement of cancellation or change fees due with a valid business purpose. The policy also allows the purchase of refundable tickets where there is a high likelihood that the itinerary may change if budget and policy allow. Contact your school or unit finance office for additional details.
- Review the [CDC's COVID-19 travel notices](#) regarding country rated levels for travel.



- Visit the [COVID-19 Information Hub](#) for up-to-date travel restrictions by state and country (CDC Level ratings must be followed).
- See the main [Travel Website](#) for upcoming tips around booking your travel

Responsibilities of Preparers/Requestors/Delegates and Approvers

Concur

1. **Confirm that either the Vaccination Attestation Form or the letter from the Office of the Vice President of International Affairs (OVPIA) approving travel has been included with the reimbursement request.**
 - The documentation should be attached at the Header level of the Concur request.
 - Approvers are responsible for confirming the vaccination attestation form or letter from the OVPIA approving travel is included in the reimbursement request. Approvers are *not* required to verify that the traveler has submitted proof of vaccination to HUHS.
 - Non-Harvard employees traveling to Level 4 or Level Unknown countries traveling on behalf of Harvard for which Harvard is paying must follow the petition process and submit the travel approval letter from the OVPIA when submitting a reimbursement request. Employees seeking reimbursement for travel expenses for non-employees traveling on behalf of Harvard to a Level 4 or Level Unknown country must include the letter from the OVPIA approving the travel for the non-employee.
 - The Vaccination Attestation form is NOT NEEDED for non-employees traveling to Level 1, 2, or 3 countries on behalf of Harvard for which Harvard is paying
2. **Direct any questions to the OVPIA at international_affairs@harvard.edu if:**
 - Traveler did not follow the petition process (not fully vaccinated or traveling to a country rated Level 4 or Level Unknown by the CDC), OR
 - Traveler will not sign the vaccination attestation form.

Buy-to-Pay

For Harvard students or postdocs/fellows or non-employees traveling on behalf of Harvard requiring a nonemployee reimbursement (NR) for a valid Harvard business expense the preparer/requestor should:

1. **Confirm that either the Vaccination Attestation Form* or the letter from the Office of the Vice President of International Affairs (OVPIA)** approving their travel has been included with the reimbursement request.**
 - *Note: Vaccination Attestation form is NOT NEEDED for non-employee's traveling on behalf of Harvard domestically or to a Level 1, 2, or 3 country.
 - ** Non-Harvard employees traveling to Level 4 or Level Unknown country traveling on behalf of Harvard for which Harvard is paying must follow the petition process and submit the travel approval letter from the OVPIA when submitting a reimbursement request.
 - Approvers are responsible for confirming the vaccination attestation form or letter from the OVPIA approving travel is included in the reimbursement request. Approvers are *not* required to verify that the traveler has submitted proof of vaccination to HUHS.
 - Include the Vaccine Attestation Form or letter to the front of the Nonemployee Reimbursement Form.
2. **Direct any questions to the OVPIA at international_affairs@harvard.edu if:**
 - Traveler did not follow the petition process (not fully vaccinated or traveling to a country rated Level 4 or Level Unknown by the CDC), OR



- Traveler will not sign the vaccination attestation form.

NOTE: Students or postdocs awarded a travel grant/fellowship paid through a payment request (PR), are not required to submit the vaccination attestation when submitting the PR. However, they are required to submit the vaccination attestation the health clearance form and/or other required pre-travel waivers to their awarding department prior to travel.

FAQs:

Q: Who needs to follow this guidance?

A: Harvard faculty, staff, and students must follow this guidance. In addition, non-Harvard employees traveling on behalf of Harvard to Level 4 or Level Unknown countries must follow the petition process.

Q: What does fully vaccinated mean?

A: Individual is two weeks past the final dose of an FDA-authorized or WHO-authorized vaccine.

Q: What if I am not fully vaccinated prior to my trip?

A: If traveler was not fully-vaccinated prior to their travel, traveler must petition for approval to travel and must include a letter from the OVPIA approving their travel instead of the completed vaccination attestation form.

Q: Are there HIPPA considerations with the vaccination attestation form requirement?

A: No, no personal information is required on the vaccination attestation form.

Q: How often do I need to submit my COVID-19 vaccination documentation to Harvard University Health Services (HUHS)?

A: You only need to submit your COVID-19 vaccination documentation to HUHS once, after your final dose. If you have been vaccinated through HUHS you do not need to submit the documentation.

Q: Does I need to complete a new vaccination attestation form each time I travel or request a reimbursement?

A: No, the same vaccination attestation form may be used when submitting reimbursement requests for travel in the U.S. or to a [country rated Level 1, 2, or 3 for COVID](#) by the CDC. However, a copy of the attestation must be included for **each** submitted reimbursement request.

A new letter from the Office of the Vice Provost for International Affairs approving their travel is required for each trip that used the travel petition process.

Q: Do I need to submit a vaccine attestation if I am requesting reimbursement for mileage or travel within the Boston area?

A: No, local travel or travel within Massachusetts does not require the vaccination attestation documentation.

Q: Do I need to submit a vaccine attestation if I am requesting reimbursement for one-day travel that crosses state lines?

A: No, if no overnight stay is required, the vaccine attestation is not required.

Q: Do postdocs who are fellows/stipendees (e.g., external postdocs) need to follow these processes?

A: Yes, a postdoc fellow/stipendee must follow this guidance if being reimbursed for a Harvard business expense (NR). If awarded a fellowship/stipend/grant that has a travel component, which is being paid as a payment request (PR), they must submit the vaccination attestation, the health clearance form and or other required pretravel waivers to their awarding department prior to travel; the documentation is not required to be included in the PR.



Q: If I am being reimbursed through Concur or as a nonemployee reimbursement, do I need to send the vaccination attestation form my academic supervisor, department chair, funder, program sponsor, etc. separately?

A: No, the vaccination attestation form does not need to be send to other departments unless required by your local school or unit as long as it is included with the reimbursement request.

Q: Do these requirements apply to people not affiliated with Harvard (e.g., visitors)?

A: Individuals not affiliated with Harvard and individuals traveling to Harvard do not need follow this travel guidance but must follow the Centers for Disease Control and Prevention (CDC) Travel Order, Massachusetts Travel Information, and Harvard's Post-Travel Testing and Quarantine information.

Q: Does an employee (student, staff, faculty) need to complete and submit an attestation or petition if they are not traveling to/from the U.S.?

A: Yes, faculty, staff or students traveling for Harvard business the travel documentation requirements apply regardless of where they start or end their travel.

The documentation requirement applies any time a traveler crosses a national border. Under normal circumstances, travel would almost always originate from Boston/Cambridge, though in the age of the pandemic may often originate in another country. For example, a faculty member traveling from France to Spain would need to follow the policy (and because they are traveling to a Level 4 country, would need to submit a petition).

Q: When is the vaccine attestation form not required?

A: The only time the attestation or petition approval would not be required would be when traveling inbound to the Cambridge/Boston area for approved work (e.g., moving expenses) or for moving into or out of on-campus housing.

Q: If I use a University Corporate Card to purchase tickets for multiple faculty, staff, or students, do I need to collect and submit the vaccination attestation form or petition approval with the reimbursement request to Citibank?

A: Yes, the reimbursement request requires the attestation form or petition approval for each traveler if the **traveler** is a Harvard staff, faculty, or student. Harvard staff, faculty, doctoral student or postdocs or non-Harvard employees traveling to a Level 4 or unknown country must submit petition approval.

Q: Do I need the vaccination attestation form or petition, if I use a University Corporate card to purchase tickets for a non-Harvard employee?

A: It depends, the Vaccination Attestation form is NOT NEEDED for non-employees traveling to Level 1, 2, or 3 countries on behalf of Harvard for which Harvard is paying. However, non-Harvard employees traveling to Level 4 or Level Unknown countries on behalf of Harvard for which Harvard is paying **must** follow the petition process and submit the travel approval letter from the OVPIA when submitting a reimbursement request.

Q: What if the Country CDC COVID level changes (i.e., from a Level 1, 2 or 3 to a Level 4) in between when I booked my ticket and when I travel?

A: The traveler is responsible for monitoring the CDC levels and must submit a petition if the CDC level changes to a Level 4. Harvard College, master's, and professional students are prohibited from traveling to countries rated [Level 4 and Level Unknown for COVID-19](#)

Q: Can I travel to a country with a CDC Level of "unknown?"

A: Faculty, postdoctoral fellows, doctoral students, and staff or non-Harvard individuals traveling on behalf of Harvard seeking to travel to a country rated [Level Unknown for COVID-19](#) by the CDC may petition the Office of the Vice President for International Affairs (OVPIA) to undertake Harvard-related travel that is essential to your work. See [Criteria to Petition and Petition Process](#)



Preparers/Approvers

Q: What does a preparer/delegate/requestor and approver need to make sure is included when submitting a reimbursement?

A: In addition to documentation normally required for reimbursements, the vaccination attestation form or letter from the Vice Provost for International Affairs must be included.

All other travel documentation (proof of vaccine sent to HUHS, postdoctoral fellow travel waivers, student pre-departure requirements for international travel) are not required on a reimbursement request.

Q: As an approver, do I need to verify that the traveler has sent a copy of their vaccination card to HUHS?

A: No, an approver does not need to verify that the vaccination card has been set to HUHS. However, an approver must confirm that a vaccination attestation form or letter from the OVPIA has been included a reimbursement request.

Q: Does a requestor buy-to-pay need to collect a vaccination attestation when processing a payment request for a travel grant/award/fellowship to a student or postdoc?

A: No, the vaccination attestation is not required when processing a payment request for a grant/award/fellowship with a travel component. However, students and postdocs awarded a travel grant/fellowship need to submit the vaccination attestation, the health clearance form and or other required pretravel waivers to their awarding department prior to travel.

Q: What if a Harvard faculty, staff, or student will not or did not follow the Travel Guidance?

A: Direct any questions to the OVPIA at international_affairs@harvard.edu if:

- Traveler did not follow the petition process (not fully vaccinated or traveling to a country rated Level 4 or Level Unknown by the CDC), or
- Traveler will not sign the vaccination attestation form.
- If the OVPIA allows an exception, attach the letter from the Vice Provost for International Affairs approving their travel to the header of the Concur reimbursement request.

Suggested escalation steps.

If a vaccine attestation or petition approval is not included:

- 1) Contact the traveler asking them to submit the appropriate documentation.
- 2) If the traveler will not submit the documentation the approver, requestor, prepare should send an email to the traveler with language similar to the below.

Sample language:

Per current [University guidance](#), Harvard staff, faculty, and students traveling on Harvard business are required to submit a completed vaccination attestation form or a letter from the Office of the Vice Provost for International Affairs (OVPIA) approving a petition to travel when submitting a reimbursement request for any Harvard travel on or after 5/15/21. Non-Harvard employees traveling on behalf of Harvard to a Level 4 or level Unknown country must follow the petition process.

If you have concerns regarding this requirement, please contact the OVPIA at international_affairs@harvard.edu.

Harvard cannot process a reimbursement (out-of-pocket or corporate card) until a vaccination attestation form has been included or OVPIA has approved an exception.

Please note the vaccination attestation form does not contain personal data. Any vaccine documentation sent to Harvard University Health Services is kept secure and confidential and is not seen by local school or units.