Harvard Travel and Reimbursement Guidance Effective May 15, 2021

For the foreseeable future, Harvard faculty, staff, and students must follow the travel and reimbursement guidance listed below 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 to follow this travel guidance but must follow the Centers for Disease Control and Prevention (CDC) Travel Order, Massachusetts Travel Advisory, and Harvard’s Post-Travel Testing and Quarantine information.

See the Travel Guidance page for additional details.

Take me to:
- Travel within the United States or to a country rated Level 1 or Level 2 for COVID-19 by the CDC
- Travel to a country rated Level 3, Level 4, or Level Unknown for COVID-19 by the CDC
- Booking Travel
- Responsibilities of Preparers/Requestors/Delegates and Approvers
- Frequently Asked Questions (FAQs)

Travel within the United States or to a Country Rated Level 1 or Level 2 for COVID-19 by the CDC

For travel that begins May 15, 2021 or later, Harvard faculty, staff, and students may travel, without a petition, within the United States or to a country rated Level 1 or Level 2 for COVID-19 by the CDC as long as below criteria are met.

Before Travel:

- **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**.
- **Traveler must complete the Vaccination Attestation Form** and submit the completed form, or letter from the Vice Provost for International Affairs (VPIA) approving their travel petition, 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.
After Travel:
- Follow all CDC and Massachusetts Travel Orders 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 a letter from the VPIA approving their petition to travel, following local school or unit reimbursement policies and procedures. The completed vaccine attestation form or the letter from the VPIA 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 3, Level 4, or Level Unknown for COVID-19 by the CDC

College, master’s, and professional students
Harvard College, master’s, and professional students are prohibited from traveling to countries rated Level 3, Level 4, and Level Unknown for COVID-19 by the CDC at this time.

Faculty, postdoctoral fellows, doctoral students, and staff
Before Travel:
Faculty, postdoctoral fellows, doctoral students, and staff seeking to travel to a country rated Level 3, Level 4, or 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
- 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.
- Traveler must submit the letter from the Office of the Vice Provost for International Affairs (OVPIA) approving their travel petition, with any travel reimbursement request (attached at the header in Concur).

After Travel:
- If a petition is approved, follow all CDC and Massachusetts Travel 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 MyTrips
- 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](https://www.cdc.gov/travel/) regarding country rated levels for travel.

• Visit the [COVID-19 Information Hub](https://www.cdc.gov/travel/) for up-to-date travel restrictions by state and country (CDC Level ratings must be followed).

• See the main [Travel Website](https://www.travelwebsite.com/) for upcoming tips around booking your travel

**Responsibilities of Preparers/Requestors/Delegates and Approvers**

**Concur**

• 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.
  o The documentation should be attached at the Header level of the Concur request.
  o 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.

• Direct any questions to the OVPIA at [international_affairs@harvard.edu](mailto:international_affairs@harvard.edu) if:
  o Traveler did not follow the petition process (not fully vaccinated or traveling to a country rated Level 3, Level 4, or Level Unknown by the CDC), OR
  o Traveler will not sign the vaccination attestation form.

**Buy-to-Pay**

• 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.
  o 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.
  o Include the Vaccine Attestation Form or letter to the front of the Nonemployee Reimbursement Form.

• Direct any questions to the OVPIA at [international_affairs@harvard.edu](mailto:international_affairs@harvard.edu) if:
  o Traveler did not follow the petition process (not fully vaccinated or traveling to a country rated Level 3, Level 4, or Level Unknown by the CDC), OR
  o Traveler will not sign the vaccination attestation form.

**FAQs:**

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 and include a letter from the VPIA 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: Until communicated otherwise, you only need to submit your COVID-19 vaccination documentation to HUHS once—after your final dose—if you have been vaccinated outside of HUHS.

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:
   o Traveler did not follow the petition process (not fully vaccinated or traveling to a country rated Level 3, Level 4, or Level Unknown by the CDC), or
   o 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.

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: Does a traveler need to complete a new vaccination attestation form each time they travel or request a reimbursement?
A: No, the same vaccination attestation form may be used when traveling in the U.S. or to a Country Rated 1 or 2 for COVID by the CDC. However, 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 postdocs who are fellows/stipendees (e.g., external postdocs) need to follow these processes?
A: Yes, a postdoc fellow/stipendee must follow this guidance.

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 sent to other departments unless required by your local school or unit as long as it is included with the 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: 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 Advisory, and Harvard’s Post-Travel Testing and Quarantine information.