

Harvard Travel and Reimbursement Guidance for Travel Occurring October 29, 2021 or Later

Anyone traveling on behalf of Harvard (Harvard faculty, staff, students, and researchers) must follow the guidance below. 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 President Bacow's [October 15, 2021](#) communication regarding vaccination requirements for Harvard University employees.

I want to go to:

[Requirements for All Harvard Travel \(Domestic and International\)](#)

[Additional Requirements for All Harvard International Travel](#)

[Booking Travel](#)

[International Travel SOS Program Registration Requirement](#)

[Reimbursement Request Requirements](#)

[Responsibilities of Preparers/Requestors/Delegates and Approvers](#)

[FAQs](#)

Requirements for All Harvard Travel (Domestic and International)

Harvard faculty, staff, students, and researchers must meet the following requirements:

- **Be fully-vaccinated** with an FDA-approved (Pfizer, Moderna, or Johnson & Johnson) or [WHO-authorized vaccine](#) prior to their trip and have submitted [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](#).
- [Vaccination Attestation Form](#) or the letter from the Office of Vice Provost for International Affairs (OVPIA) approving their [travel petition](#) must be submitted with the travel reimbursement.
- **Follow the [COVID-19 Travel Requirements](#).**
 - College, graduate, and professional students must comply with the [student pre-departure requirements for international travel](#).
 - 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.**

Additional Requirements for All Harvard International Travel

Harvard faculty, staff, students, and researchers traveling internationally, must also:

- **Register your travel with International SOS and show [proof of registration](#) when submitting a reimbursement.**
 - If using a preferred agency such as [BCD Travel](#), [Travel Collaborative](#), [Milne Travel](#) or [Egencia](#), travelers will be registered automatically with International SOS and would submit the International SOS auto-generated email confirmation.
 - If not using a preferred agency, the traveler must register with [International SOS](#) and submit the auto-generated email confirmation.

Booking Travel

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

- If traveling internationally, register your international travel with [International SOS](#) and review [Global Support Services Advice for Travelers](#) to develop a safe travel plan. Using a Harvard Preferred Travel agency will result in your automatic registration with International SOS.
- Using a preferred agency such as [BCD Travel](#), [The Travel Collaborative](#), [Milne Travel](#) or [Egencia](#) is strongly recommended. Our agencies 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 with a valid business purpose. The policy also allows for the purchase of refundable tickets and trip cancellation insurance if budget and policy allow. Contact your school or unit finance office for additional details. Please note that trip cancellation insurance policies may have restrictions which may not cover COVID cancellations, so purchasers must confirm the insurance will cover their situation.
- 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 additional information around travel

International Travel SOS Program Registration Requirement

Harvard faculty, staff, students, and researchers traveling internationally must register their trip with [International SOS](#) in order to be reimbursed. The International SOS Program offers medical, mental health assistance, security assistance, and travel assistance for Harvard business travelers. The International SOS program also has additional information around country guides, email alerts, and a training hub for safety and security when traveling internationally.

Travelers booking tickets through a Harvard [preferred agency](#) (Egencia, Travel Collaborative, BCD Travel, Milne Travel) will automatically be registered with International SOS. Travelers must submit proof of registration in the form of the email sent by online@internationalsos.com with the reimbursement request. See [Example of International SOS registration email](#)).

Example of International SOS Registration Email



Itinerary & Travel Brief

Dear Sample Traveler,

Thanks for registering your trip! This email confirms your itinerary has been saved with International SOS. Log in to your International SOS [MyTrips](#) account to edit your itinerary and contact information, especially if your information changes once you're abroad.

NEXT STEPS

1. Review your itinerary and destination information below.
2. Visit the Harvard Global Support Services website to:
 - Create a [safe travel plan during the COVID-19 pandemic](#).
 - Access [travel advice](#) and [visa services](#).
 - Check Harvard's [travel risk ratings](#) and International SOS eligibility.**
3. Download the [International SOS Assistance App](#) to browse country guides, sign up for alerts, and—with one tap—request advice or emergency assistance.

International SOS is Harvard University's trusted provider for medical, mental health, and security support and evacuation services. Whether you experience a minor or serious incident abroad or simply need routine advice, you can call Harvard's dedicated 24/7 hotline at +1-617-998-0000 or connect through the Assistance App to speak with a medical professional, security specialist, or case manager.

Questions before you leave? Contact Harvard GSS at globalsupport@harvard.edu or +1-617-495-1111 (Monday-Friday, 9 am-5 pm).

Safe travels,
Harvard GSS

*If seeking reimbursement for travel, include a copy of this email with your reimbursement request; or, if awarded a travel grant/fellowship by Harvard or receiving academic credit from Harvard, submit this email with other required pre-travel documentation (e.g. travel waiver) to your awarding department. If you did not enter your own travel information, a program administrator may have submitted it on your behalf; or, if you booked your trip through one of Harvard's preferred travel agencies, your trip information has been automatically registered with International SOS. Please visit MyTrips to set up your profile; if you already have a MyTrips profile, please login and verify that your information is correct.

**Harvard GSS manages the University's International SOS membership. Registering your trip with International SOS does not guarantee services. [Check your eligibility](#).

Reimbursement Request Requirements

Submit the following:

- Receipts, following Harvard policy and local school or unit processes.
- [Vaccination Attestation Form](#) or travel petition exception letter from the OVPIA (if not vaccinated).
- **If traveling internationally**, include proof of [International SOS registration](#) or [Missing International Registration Form](#).
 - If using a preferred agency such as [BCD Travel](#), [Travel Collaborative](#), [Milne Travel](#) or [Egencia](#), travelers will be registered automatically for the International SOS Program and would submit the International SOS auto-generated email confirmation.
 - If not using a preferred agency, the traveler must register with [International SOS](#) prior to travel and submit the auto-generated email confirmation.
 - If traveler did not register with International SOS prior to their travel, they must submit [Missing International Registration Form](#).
- The above documentation must be attached at the header level in Concur or as the first document after the nonemployee reimbursement form.

Responsibilities of Preparers/Requestors/Delegates and Approvers

Concur

1. **Confirm appropriate documentation is attached.**
 - Vaccination Attestation Form or travel petition exception letter from the OVPIA.
 - Confirm International SOS auto-generated email confirmation or Missing International Registration Form is attached.
 - The documentation should be attached at the header level of the Concur request.
 - Approvers are responsible for confirming the above documentation is included in the reimbursement request.
 - Approvers are *not* required to verify that the traveler has submitted proof of vaccination to HUHS.
2. **Direct any questions to the OVPIA at international_affairs@harvard.edu if:**
 - Traveler will not complete vaccination attestation form or did not follow the petition process (if not fully vaccinated), OR
 - Traveler will not sign the Missing International Registration 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.

Buy-to-Pay

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

1. **Confirm appropriate documentation is attached.**
 - Vaccination Attestation Form or travel petition exception letter from the OVPIA.
 - Confirm International SOS auto-generated email confirmation or [Missing International Registration Form](#) is attached.
 - The documentation should be attached directly behind Nonemployee Reimbursement Form.
 - Approvers are responsible for confirming the above documentation is included in the reimbursement request.
 - Approvers are *not* required to verify that the traveler has submitted proof of vaccination to HUHS.
2. **Direct any questions to the OVPIA at international_affairs@harvard.edu if:**
 - Traveler will not complete vaccination attestation form or did not follow the petition process (if not fully vaccinated), OR
 - Traveler will not sign the Missing International Form.

FAQs:

Q: What is international travel?

A: International travel is any travel outside the United States or U.S. Territories and Possessions. U.S. territories and possession include Puerto Rico, American Samoa, Guam, U.S. Virgin Islands and Baker, Howland, Kingman Reef, Jarvis, Johnston Midway, Palmyra, and Wake Islands.

Q: Who needs to follow this guidance?

A: Harvard faculty, staff, students, and researchers must follow this guidance.

Q: Who is a researcher?

A: For purposes of this guidance, a researcher is an individual performing research for Harvard and may be a post-doctoral, administrative, or academic appointment.

Q: Who are Harvard's preferred agencies?

A: Harvard's preferred agencies are [BCD Travel](#), [Travel Collaborative](#), [Milne Travel](#) or [Egencia](#), travelers. Expedia is not a preferred agency nor are purchases made directly with the airlines.

Q: Do I need to follow this process if making group travel (e.g., student groups or larger group travel)?

A: It depends. Group travel is generally related to student travel and already requires registration with International SOS. Many schools organizing group travel for students are familiar with this process and already registering the groups with the International SOS Program. In the reimbursement request, you would note the group travel was registered with the International SOS program as group travel and do not need to include the [International SOS](#) auto-generated email confirmation if not available. See [Registering Groups and Others](#). If the travelers were not registered as a group through [International SOS](#), the auto-generated email confirmation would need to be included for each traveler.

Q: Can nonemployees or others register for the International SOS Program?

A: Eligibility for Harvard University's International SOS membership depends on your Harvard affiliation and the reason for your travel. Spouses, domestic partners, and dependent children as well as scholars and fellows and certain individual participating in Harvard-related programs may be eligible. Contact the [Harvard Global Support Services team](#), which manages the University's International SOS program..

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

A: It depends, 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 follow local pretravel documentation requirements.

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: Do 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. 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: What if I choose not to be vaccinated?

A: If you choose not to be vaccinated you must follow the [petition process](#) in order to receive approval for **each trip** (domestic and international) travel.

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

A: No. 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) outside the U.S. need to complete and submit a petition or register for International SOS 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 register with the International SOS Program (assuming they are vaccinated).

Q: Do I need the petition exception and International SOS Program registration documentation, if I use a University Corporate card to purchase tickets for a non-Harvard employee?

A: No, the OVPIA petition process and International SOS Registration process is required only for Harvard faculty, staff, students, and researchers. Non-employees traveling on behalf of Harvard for which Harvard is paying may qualify for International SOS coverage and the registration requirement. See [International SOS University Membership](#) for details.

Q: Will Harvard pay for COVID testing?

A: If there is a requirement to have a negative COVID test for approved business travel, then those related expenses would be allowable. Following University policy, a receipt showing proof of payment for the COVID test is required if >\$75. Test results or any medical information around the testing **should not be** submitted with the reimbursement request. Documentation showing that a COVID test is required for travel to that country should be included (it may appear on instructions on the plane ticket, etc.).

If using sponsored funds, additional documentation may be required, including the below. Contact your grants manager for guidance.

If test required from U.S. to Foreign County:

- 1) Attempt to get a test through Harvard. Document if a test could not be obtained, or if the regular testing cadence would not suffice for travel (maybe it's not within 72 hours).
- 2) Find a reasonable test cost. I know CVS is typically free for PCR tests. If this cannot be done, document why it can't. This applies to both departure from home location and return location.
- 3) Ensure you've documented the travel and how it benefits the award and add the documentation to support the testing requirement.

If required Foreign Country to U.S.

- 1) Find a reasonable test cost. If this cannot be done, document why it can't.

- 2) Ensure you've documented the travel and how it benefits the award and add the documentation to support the testing requirement.

Q: Are quarantine expenses allowable?

A: These expenses are at the discretion of the financial dean or designee. From a tax perspective, as long as there is a legal requirement to quarantine while on or returning from an approved Harvard business trip and all expenses meet the accountable plan rules, then those related expenses (meal/lodging) would be allowable. Additional restrictions may apply based on funding source (e.g., federally sponsored funds), check with your finance or sponsored office for guidance.

Q: Will Harvard pay for trip cancellation insurance?

A: Trip cancellation insurance may be reimbursed on non-federal funds if approved in advance and it is for a compelling business reason. Travelers are cautioned that trip cancellation insurance does not necessarily provide coverage in all situations, purchase of a refundable ticket may be more appropriate.

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 or travel petition exception letter from the Vice Provost for International Affairs (if not vaccinated) AND if, if traveling internationally, proof of registration with International SOS must be included.

All other travel documentation (proof of vaccine sent to HUHS, 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 include an exception approval letter from the OVPIA has been included a reimbursement request if the traveler was required to petition for travel.

Q: What if the traveler chooses not to be vaccinated?

A: See the general FAQ response.

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

A: No, travel petition approval or registration for International SOS is not required to be included 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 follow school predeparture requirements which may include submitting the health clearance form, registering with International SOS, and other required pretravel waivers. These documents would be kept by their awarding department.

Q: What if a Harvard faculty, staff, student, or researcher will not include appropriate documentation/follow the Travel Guidance?

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

- Traveler will not include the vaccination attestation form or did not follow the petition process (not fully vaccinated), or
- Traveler will not register for international SOS Program or sign the Missing International Form.