



## Harvard Department Billing Code Request Form

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**Note: You will only need this if you have travelers and/or guests who will be calling to book travel without a card present.**

**1. Complete information below:**

Department Card Name\*: \_\_\_\_\_

\*Exactly as it appears on the card.

Department Name: \_\_\_\_\_

Department Card Administrator Name: \_\_\_\_\_

Department Card Administrator Phone: \_\_\_\_\_

Dept Card Administrator E-Mail Address: \_\_\_\_\_

(Use the address used for the Department Card – this is where the receipts and communication will be sent).

**2. E-mail completed form to:**

- BCD Travel - [HarvardTAF@bcdtravel.com](mailto:HarvardTAF@bcdtravel.com) (phone: 800-610-5640)
- Travel Collaborative – [Harvard@travelcoll.com](mailto:Harvard@travelcoll.com) (phone: 617-497-8123 or 800-370-7400 ext. 23)
- Milne Travel – [harvard@milnetravel.com](mailto:harvard@milnetravel.com) (phone: 781-843-8952)

**3. The agency will call the Department Card Administrator listed above, to get the Card number and relevant information and will give the administrator the Department Billing Code to be used on the [Harvard University Guest Traveler Authorization Form](#).**

Please Note: Your Department Billing Code should never be given out to the traveler, it should only be entered on the [Guest Traveler Authorization Form](#).