



Harvard University Guest Traveler Authorization Form

FOR USE WITH BCD TRAVEL, TRAVEL COLLABORATIVE or MILNE TRAVEL (PREFERRED VENDORS)

Instructions:

1. Email the completed form to the agency- include the name of the traveler in the subject line:
 - BCD Travel – Harvard.TravelCenter@bcdtravel.com or 800-610-5640
 - Travel Collaborative – Harvard@travelcoll.com or 617-497-8123 or 800-370-7400 ext. 23
 - Milne Travel – harvard@milnetravel.com or 781-843-8952
2. Advise the Harvard guest to call or e-mail the applicable agency (see contact information above) Monday – Friday 9a – 6p and advise they are pre-authorized by (Harvard contact name) to make their reservation. Include Department Billing code or call agency with Credit Card number to pay for tickets.

Traveler Information:

Traveler Last Name: _____
Travelers First Name: _____
Traveler E-mail Address: _____
Traveler Phone: _____

Travel Information:

Departure Date: _____ Departure City: _____ Arrival City: _____
Return Date: _____ Departure City: _____ Arrival City: _____
Is this travel on Federal funds: _____ Is there a price cap? _____ How much is the price cap?: _____
Name and email of authorized approver for trips above the price cap: _____

Harvard Information:

Department Card Name: _____
Department Card Administrator e-mail address (to be copied on the travel receipt): _____
Department Billing Code (assigned by the travel agency): _____
Last 4 Digits of Credit Card Number: _____
Harvard Contact for the Traveler: _____
Any Other Instructions for the Agency: _____

Harvard Internal Use Only:

See [Department Cards and Guest Travel](#) and [Harvard Department Billing Code Request Form](#) for more information.