Department Cards and Guest Travel

Guest Travelers making their own travel reservations to be charged to a Department Card

1) Set up a direct billing account with the preferred travel agency, listed below, by completing the Harvard Department Billing Code Request Form.

2) Email the completed form to one of the agencies below:
   - BCD Travel - HarvardTAF@bcdtravel.com
   - Travel Collaborative – Harvard@travelcoll.com
   - Milne Travel – harvard@milnetravel.com

3) The agency will call the Department Card Administrator to get the credit card number and relevant information and will give you your Department Billing Code.

   Please note: Your Department Billing Code number should never be given out to the traveler, it should only be entered on the Guest Traveler Authorization Form.

4) Email the completed Harvard Guest Travel Authorization Form, including your Department Billing Code number. Include in the email subject line: Guest Traveler Authorization Form – TRAVELER NAME (e.g., Guest Traveler Authorization Form – John Harvard).

   - BCD Travel - HarvardTAF@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

5) Once the form has been sent to the agency, provide your guest with the agency number or email (see above). The traveler should let the agent know that they’re a guest and there should be an authorization form in their name.

Harvard Staff making guest travel reservations charged to a Department Card

If you are making the reservation for someone you can simply provide the card name and number to the agent and they will use the Department Card as the form of payment.

Go here for information about Department Cards.