

Appendix A: HF Travel Request Form

Please save completed form before attaching in an email to hffinance@fas.harvard.edu. See next page for form instructions.

Name: _____ Affiliation: _____ Departure Date: _____ Return Date: _____

Business Purpose (who, what, when, where, why):

PI or Supervisor's Name (person who authorizes this travel): _____ Funding Source: _____

Does this travel involve data/information/sample collection research at a non-Harvard-owned property? No Yes*
 * If yes, and this travel is funded by NSF, PI is required to complete Safe and Inclusive Working Environment Plan.

Airfare	Anticipated Cost:
Lodging	Anticipated Cost:
Meals	Anticipated Cost:
Ground Transportation	Anticipated Cost:
Registration	Anticipated Cost:
Other (describe below)	Anticipated Cost:

Total Anticipated Cost:

Additional Details (from above and/or other expenses; explain special circumstances; include link to agendas/schedules if applicable):

TRAVEL ARRANGEMENTS:

Do you need assistance with travel arrangements? This applies to non-benefitted positions and travelers without a travel card. No Yes*
 * If yes, HF Finance will provide guidance upon approval of this request.

Internal Use Only

Approved?	Fund Name/Nickname:	Budget Amount:	International?	No	Yes
No Yes			Fly America Act?	No	Yes
Initials:	Coding:	Per Diem:	Open Skies?	No	Yes
			SAI on file?	No	Yes

Comments:

HF Travel Request Form: Instructions

When should I use this form?

Domestic travel: this form only needs to be filled out if Harvard will be paying expenses for the travel. If your travel is covered by outside sources, you do not need to fill this out.

International Travel: this form is always required regardless of funding source so an internal request can be submitted in Harvard's Grants Management Applications System (GMAS).

Who should use this form?

Anyone traveling for business on behalf of Harvard Forest/Harvard University should use this form.

What is the purpose of this form?

This form is used by HF Finance to anticipate costs associated with travel and ensure there is enough money in the budget to cover costs. It is also used to ensure policies are followed and adhered to in advance of travel.

How exact do I have to be with my anticipated costs?

Exact quotes do not need to be provided but the estimates should be realistic and all inclusive (examples: airfare should include baggage, fees, personal mileage to/from airports, etc.; ground transportation should include parking, tolls, etc.; travel to conferences should include registration costs). Links to agendas/schedules should be provided in the Additional Details section.

How do I submit this form?

Once you have completed the form, save a copy to your device. Then attach it to an email to HF Finance: hffinance@fas.harvard.edu.

When should I expect a response from HF Finance?

HF Finance will endeavor to respond within 3 business days after the form has been submitted. If you do not hear back within this timeframe, please feel free to send a follow-up email if it is time sensitive.

Helpful Links:

[Per Diem Rates \(gsa.gov\)](https://www.gsa.gov)

[Mileage Reimbursement Rates \(gsa.gov\)](https://www.gsa.gov)