60-Day Reimbursement Policy

Policy Statement
Harvard University will reimburse individuals for necessary and reasonable travel, entertainment and business expenses incurred while conducting official Harvard University business. The purpose of this policy is to ensure sound business practices and proper reporting of travel and business expenses in compliance with external regulations, including tax regulations under the Internal Revenue Code, federal cost regulations under Office of Management and Budget (OMB) Circular A-21, and sponsor guidelines.

Who Must Comply
All HUIT (Harvard University Information Technology) staff who are entering into a contractual agreement are covered under this policy.

Guidelines and Procedures

Expense Reimbursement for Employees
The following procedures are intended to provide for the timely and accurate reporting of university travel and business expenses to ensure compliance with the IRS accountable-plan rules to which the University must adhere.

- Employees must submit reimbursement claims for approved travel and business expenses through Concur within 30 but no later than 60 days upon completion of a trip. (Please allow 10 calendar days for internal processing).
- Employees who use a Harvard corporate card to book travel, hotel and conferences should submit reimbursement through Concur as soon as expenses are incurred.
- Travel fees paid for out-of-pocket cannot be submitted until after a trip. For this reason, HUIT encourages employees to use a corporate card or book through the Harvard Travel Office, which bills directly to the department.
- Any claims for reimbursement submitted beyond 90 days after the completion of a trip or event will be processed as taxable income, without exception, and will not be grossed up.
- Claims for expenses left unreported for six months (182 days after the completion of a trip or incurrence of a business expense) or longer will not be reimbursed.
- Educational reimbursements must be submitted within 60 days of the receipt of grades.

Expense Reimbursement for Non-Employees
The University will reimburse non-employees, including students, post-doctoral fellows, graduate research assistants, job applicants, lecturers, consultants, and other individuals, for business related travel, entertainment, and other expenses at the local unit’s discretion. Non-employees traveling or incurring business related expenses for the University are generally required to comply with the 60-day policy and submit payments in accordance with the procedures outlined in the previous “Expense Reimbursement for Employees” section. Travel expenses that are properly substantiated, documented and reported on an approved non-employee expense reimbursement form will not be reported by the University to the IRS as income. Amounts which are over and above the substantiated business expenses, or are not accounted for within a reasonable period, are reportable to the IRS on Form 1099. If you have engaged the services of an independent contractor, travel expenses should be part of the overall fee reflected on the vendor’s invoice. Do not process a travel reimbursement request from an independent contractor unless this treatment is necessary to meet the requirements of an external sponsor. In such cases, the information should be indicated on a non-employee expense reimbursement form.

For More Information
A complete copy of the University’s travel policy is available here. If you have any additional questions or concerns, contact Ahmed Ahmed.