

**microMORPH 2015**

**Travel Reimbursement Information**

microMORPH disburses funds for travel by means of reimbursement. Because we work via reimbursements, we cannot advance funds to you before you complete your travel. Please keep in mind that it may take up to several weeks after your reimbursement request to receive any money. Jessica Gard (jgard@fas.harvard.edu) will help reimburse you and will act as a contact person for any questions or concerns you may have that regard reimbursement. **At the end of this letter is a sample cover letter that you should use for all reimbursement requests.**

We realize this is a lot of information so feel free to contact us with all questions (contact information is at the end of the letter).

**Domestic (US) Air Travel :**

There are two ways to purchase your airline tickets: either you can purchase them yourself or you can contact our travel agency (see below) to place the booking for you.

If you purchase the tickets yourself:

* You should purchase the lowest round trip airfare at the time of booking.
* Please note that you must complete both legs of your trip before we can reimburse you.
* Please keep all documentation, including emails if you purchase e-tickets.
* As this is usually a large expense, please also keep a copy of your credit card statement to verify that you paid for the ticket yourself.
* Please do not use frequent flyer miles to pay for any portion of your ticket as we will be unable to reimburse you for the cost.
* If your trip is going to include any personal travel days (either before, amidst, or after the dates of your professional engagement) you must contact Jessica Gard to make the arrangements for you and to consult with you on possible personal costs incurred.

**International Air Travel:**

Because the money you are receiving is federally funded, you/we are subject to the Fly America Act**. Due to the need to ensure compliance with Federal restrictions on international travel, we recommend that you book any international tickets through our travel agency** (see below). If you do choose to purchase international tickets on your own, please make sure the receipt says that you purchased the ticket from a US carrier (e.g. US Air, United, Delta, etc) and NOT an international carrier (e.g. British Air, Lufthansa, etc.). We understand that many airline companies code-share, so it's fine if the actual plane is owned by an international airline, so long as the ticket says you paid a US carrier. If your trip is going to include any personal travel days (either before, amidst, or after the dates of your professional engagement) you must contact Jessica Gard to make the arrangements for you and to consult with you on possible personal costs incurred.

**Using our Travel Agency:**

Two advantages of booking through our travel agency are that you do not have to pay any money up front and you can ensure compliance with Federal regulations. To have our travel agent purchase tickets for you:

* Contact BCD Travel at (800) 610-5640 (Monday-Friday, 9am-6pm) or by email at harvardtravel@bcdtravel.com.
* Reference Jessica Gard as your Harvard contact person and give her email (jgard@fas.harvard.edu) as the contact for approval.
* While booking through BCD Travel is the most efficient method of making travel arrangements there is one caveat; if your trip is going to include any personal travel days (either before, amidst, or after the dates of your professional engagement) you must contact Jessica Gard to make the arrangements for you and to consult with you on possible personal costs incurred.

**Ground Transportation:**

Please keep all receipts for trains or busses just as you would for airlines.

If you choose to rent a car, you must rent the most economic vehicle consistent with business needs and travel circumstances (usually a compact or mid-size) and must not exceed a full-size vehicle. If you do rent a car, please be sure to keep the receipts for the car and any gas you purchased.

You may choose to use your personal car if doing so is less expensive than other means of transportation. If you will be driving your own car, we can reimburse you for mileage. You can estimate your mileage through any on-line mapping program (i.e. google maps).

**Non-U.S. Citizen Paperwork:**

Let Jessica (jgard@fas.harvard.edu) know if you are not a U.S. citizen and she will send you the proper paperwork to fill out so we can set you up in our system to receive your reimbursement.

**Contact**

People

Jessica Gard

*(Faculty Assistant, Harvard University)*

[jgard@fas.harvard.edu](file:///C%3A%5CUsers%5CBecky%5CDesktop%5Cmicromorph%5Cjgard%40fas.harvard.edu)

 Becky Povilus

*(Ph.D. Candidate, Harvard University)*

*(microMORPH RA)*

RCNmicromorph@gmail.com

Email:

* Finance-related questions/comments, and to submit reimbursement requests = Jessica Gard ([jgard@fas.harvard.edu](file:///C%3A%5CUsers%5CBecky%5CDesktop%5Cmicromorph%5Cjgard%40fas.harvard.edu))
* General questions/comments = Becky Povilus (RCNmicromorph@gmail.com)

Website:

<http://projects.iq.harvard.edu/micromorph>

Sincerely,

 Pamela Diggle

*(University of Connecticut)*

*(microMORPH CO-PI)*

 William (Ned) Friedman

*(Harvard University)*

*(microMORPH CO-PI)*

SAMPLE REIMBURSEMENT REQUEST

* Please use this template to create your cover letter for expense reimbursement. Convert non-US currency to US dollars and show the exchange rate used.
* Instructions and information for you to complete are in yellow.
* Delete line items not being used, all instruction and examples in yellow, and the instructions in red before printing
* Send final document as a PDF. Send a copy of the document with original receipts to Jessica:

*Jessica Gard*

*Weld Hill Research Center*

*1300 Centre St.*

*Roslindale, MA 02131*

Today’s date

Jessica:

YOUR name is submitting (Select all that apply: per diem, receipts for hotel, air travel, ground travel, food) reimbursement request for expenses associated with a recent microMORPH grant use.

**Breakdown of expenses:**

(Delete line items not being used and all instruction and examples in yellow)

* Mileage: (dates, # of miles x $.56/mile =$) Be sure to calculate full mileage i.e. not just one way if you drove roundtrip
* Example June 12, 597 miles at $.56/mile= $298.50
* Airfare: (Price in US dollars of ticket, taxes, bag fees. Receipt must be included. If BCD Travel

purchased your tickets directly, see below.)

* Car rental: (Price in US dollars of rental receipt must be included)
* Expenses total: (total of all expenses above)
* Example $298.50

For Non-US currency please use the following documentation to support your conversions to US dollars:

* If paying cash, exchange rates can be found here: <http://www.xe.com/ucc/>. Please print and submit the page from xe.com showing the conversions.
* If paying with your credit card please include a copy of the official transactions or statement, which will ensure that we reimburse you based on the exchange rate and formula used by your bank.

Could you reimburse me for **$**298.50?

BCD Travel purchased my tickets totaling $xxx.xx (include receipt)

Thanks,

Print and sign

Your email

Phone

Address