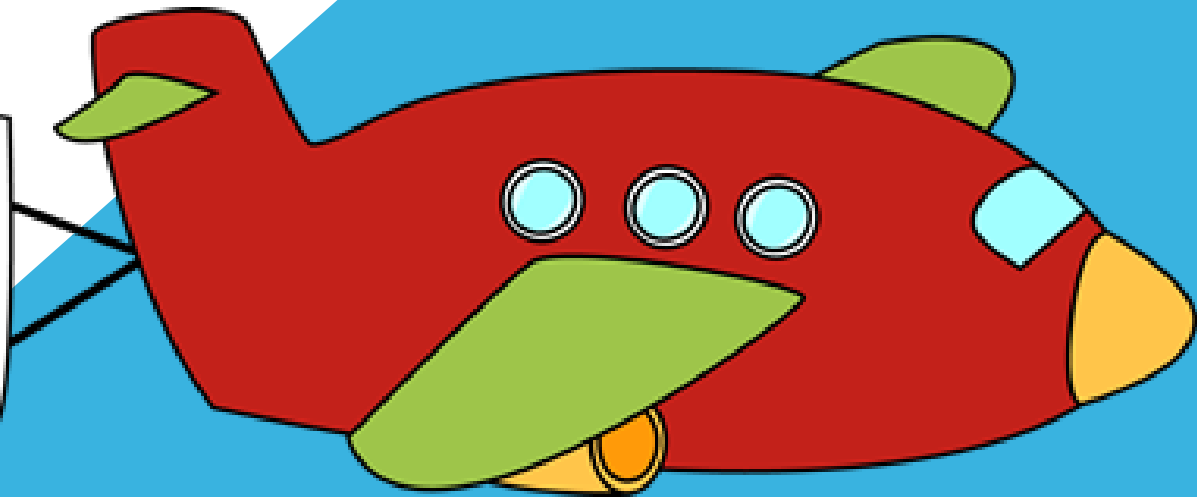


The Department of Biostatistics Guide to Traveling!

So you want to
go on a trip?



For Students, Post-Docs & Research
Assistants

Travel Authorization Forms

Research Grants Form

Training Grants Form

Harvard School of Public Health
Department of Biostatistics

Harvard School of Public Health
Department of Biostatistics

Travel Authorization Form for Students and Post-Doctoral Fellows on Research Grants

Travel Authorization Form for Students and Post-Doctoral Fellows on Training Grants

All completed travel itineraries must be submitted 3 business days before to registration deadlines or calling Harvard Travel. Please include a print out of the agenda or screen shot of website showing conference dates with the Travel Authorization Form. Travel dates must match dates of conference/meeting. If your travel is before or after conference dates, you must receive pre-approval. If approved you must submit a check payable to Harvard University for the difference in fare before the ticket is approved. All travel must be booked through the Harvard Travel Center. They can be reached at 496-8000. Please inform them you are traveling with federal funds and need the lowest available fare. All international flights MUST depart on a US FLAG CARRIER. Helpful Hint: Use Orbitz or your favorite online travel site to find the itinerary and price that meets your needs first, and then ask Harvard Travel to quote that flight. All lodging, meal and incidental receipts must be submitted to Judy Logan for reimbursement along with the Non Employee reimbursement form within 45 days of the last day of travel.

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Name (as it appears on photo ID): _____ HUID: _____
Date of Birth: _____

Name (as it appears on photo ID): _____ HUID: _____
Date of Birth: _____

Local Address: _____

Local Address: _____

Permanent Address (if different): _____

Permanent Address (if different): _____

Name of Conference: _____

Name of Conference: _____

Location: _____

Location: _____

Travel Dates: _____ If days are added at beginning or end of your trip are they for Harvard Business? Yes No

Travel Dates: _____ If days are added at beginning or end of your trip are they for Harvard Business? Yes No

a) If yes, please explain: _____

a) If yes, please explain: _____

b) Extended Itinerary Departmental Approval: _____

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Are you an invited speaker, presenter, or are you presenting a poster? Yes No

Are you an invited speaker, presenter, or are you presenting a poster? Yes No

If yes, please provide title/topic of presentation & describe how it's directly related to the project being charged:

If yes, please provide title/topic of presentation:

If no, please describe how your attendance is directly related to your work on the project being charged:

If no, please how attendance at this conference is an integral part of your training:

Name of Research Project: _____

Name of Training Grant: _____

Name of PI: _____

Name of Training Grant Director: _____

My travel includes the following pre-paid components:

My travel includes the following pre-paid components:

Registration Fee: Yes No Amount: _____

Registration Fee: Yes No Amount: _____

If yes, please attach the completed registration form

If yes, please attach the completed registration form

Airfare: Yes No

Airfare: Yes No

Signature of Traveler: _____ Date: _____

Signature of Traveler: _____ Date: _____

PI Approval: _____ Date: _____

Training Grant Director Approval: _____ Date: _____

Financial Manager's approval: _____

Financial Manager's approval: _____

Amount allocated for travel: _____

Amount allocated for travel: _____

Fund No. to be charged: _____

Fund No. to be charged: _____

Where to Begin?

- Complete the appropriate Travel Authorization Form



- This **MUST** be completed 5 Business Days before Registration closes.

- You **MUST** obtain PI of funding source & Advisor Approval

- Forward this Approval to Appropriate Grant Manager

- The Grant Manager will then save this approval and email a copy to the student.

- **PLEASE ALLOW 2 BUSINESS DAYS TO COMPLETE THE ABOVE PROCEEDS**

Harvard School of Public Health
Department of Biostatistics

Travel Authorization Form for Students and Post-Doctoral Fellows on Training Grants

All completed travel itineraries must be submitted 3 business days before to registration deadlines or calling Harvard Travel. Please include a print out of the agenda or screen shot of website showing conference dates with the Travel Authorization Form. Travel dates must match dates of conference/meeting. If your travel is before or after conference dates, you must receive pre-approval. If approved you must submit a check payable to Harvard University for the difference in fare before the ticket is approved. All travel must be booked through the Harvard Travel Center. They can be reached at 496-8000. Please inform them you are traveling with federal funds and need the lowest available fare. All international flights **MUST** depart on a US FLAG CARRIER. Helpful Hint: Use Orbitz or your favorite online travel site to find the itinerary and price that meets your needs first, and then ask Harvard Travel to quote that flight.

All lodging, meal and incidental receipts must be submitted to Judy Logan for reimbursement along with the Non Employee reimbursement form within 45 days of the last day of travel.

Name (as it appears on photo ID): _____ HUID: _____
Date of Birth: _____

Local Address: _____

Permanent Address (if different): _____

Name of Conference: _____

Location: _____

Travel Dates: _____ If days are added at beginning or end of your trip are they for Harvard Business? Yes No

a) If yes, please explain: _____

b) Extended Itinerary Departmental Approval: _____

Are you an invited speaker, presenter, or are you presenting a poster? Yes No

If yes, please provide title/topic of presentation: _____

If no, please how attendance at this conference is an integral part of your training: _____

Name of Training Grant: _____

Name of Training Grant Director: _____

My travel includes the following pre-paid components:

Registration Fee: Yes No Amount: _____
If yes, please attach the completed registration form

Airfare: Yes No

Signature of Traveler: _____ Date: _____

Training Grant Director Approval: _____ Date: _____

Financial Manager's approval: _____

Amount allocated for travel: _____

Fund No. to be charged: _____

Updated 2/13/2019

YAY! I HAVE APPROVAL, NOW WHAT?

You can only begin planning your trip **AFTER** you received your approved travel form.

Expenses that can be pre-paid by the Department.

- Conference Registrations
- Airfare
- Poster Printing



Registration Information

Expenses that are to be paid out of pocket

(but can be reimbursed)

- Hotel
- Ground Transportation
- Meals & Incidentals



HOW TO HANDLE AIRFARE

Please contact BCD/ Harvard Travel to configure an itinerary.

- 617-496-8000

The staff member that you are working with MUST be cc'd on the reservation email in order to complete booking.

- You must email Harvard Travel back confirming that the booking information is correct before we can proceed with payment.

Please let Harvard Travel know we will pay by Web Voucher.

Domestic Travel

- Must be equivalent to or less than, the lowest-priced non-stop economy class airfare.

International Travel (Federally Funded)

- You **MUST** book on a US Flag Carrier
 - All Exceptions must be approved **BEFORE** travel is booked.
 - Harvard Travel should be informed that the flight is federally funded
 - If you don't know, just ask us before you call

International Travel (NOT federally Funded)

- Same as above but using a US Flag Carrier is not required.



ADDING PERSONAL DAYS TO BUSINESS TRAVEL

Conference Dates

- April 4th- 7th

Acceptable Travel Dates

- April 3rd- 8th

Additional Personal Days

- April 1st-2nd & April 9th-14th

Step 1:

Call BCD/Harvard Travel and obtain an itinerary (of the lowest fare) for the Acceptable Travel Dates (April 3rd- 8th).

Step 2:















Ask BCD for an itinerary with your actual traveling dates (these include the personal days; April 1st - April 14th)

Step 3:

If the price of your Acceptable Travel Dates (from Step 1) is **cheaper** than your Actual Travel Dates (from Step 2), you must write a check to "Harvard University" with the difference.

If the price of your Acceptable Travel Dates (from Step 1) is **more** than your Actual Travel Dates (from Step 2), you will not owe anything.

Please note that we cannot submit a web voucher until we have a check in hand

SUN	MON	TUES	WED	THURS	FRI	SAT
01 	02 	03 	04 	05 	06 	07 
08 	09 	10 	11 	12 	13 	14 

HELP! I NEED A POSTER FOR MY TRAVEL!

All Printing paid for by the Department is done through MCB Graphics.

Cardboard carrying tubes can be added to your order.

- Fluorescent or clear PVC with a carrying strap can be purchased from personal/non-reimbursable funds



Request the account from a staff member and select a printing time using your HUID Number and PIN

- <http://mcbweb.unix.fas.harvard.edu/poster-printer/>
- If you have questions, please email them: mcbgraphics@fas.harvard.edu

Please remember to request a receipt!



OUT OF POCKET EXPENSES

Hotel

- Travelers are expected to stay in standard; single-occupancy rooms where available.
- Room Upgrade fees are NOT reimbursable.
- Original Hotel folio showing a \$0 balance must be retained for reimbursement
- In room movies/alcohol and gym fees are not reimbursable.

Ground Transportation

- Public Transportation, Taxis and Shuttles
 - Travelers must retain original receipts for reimbursement
 - Please note the origin and destination for each receipt
- Rail
 - Travelers are expected to book at the lowest fare that offers reserved seating.
 - Original ticket is required for expenses greater than \$75



OUT OF POCKET EXPENSES CTD...

Meals & Incidentals



- If a traveler chooses to not have a meal that has been paid for as part of a conference registration, the cost of another meal is NOT reimbursable.
- Per Diem is NOT allowable
- Alcohol is not reimbursable

QUESTIONS?

If you have any questions, please contact:

Meagan Plante

mplante@hsph.harvard.edu or 617-432-6055

Carolyn Ingalls

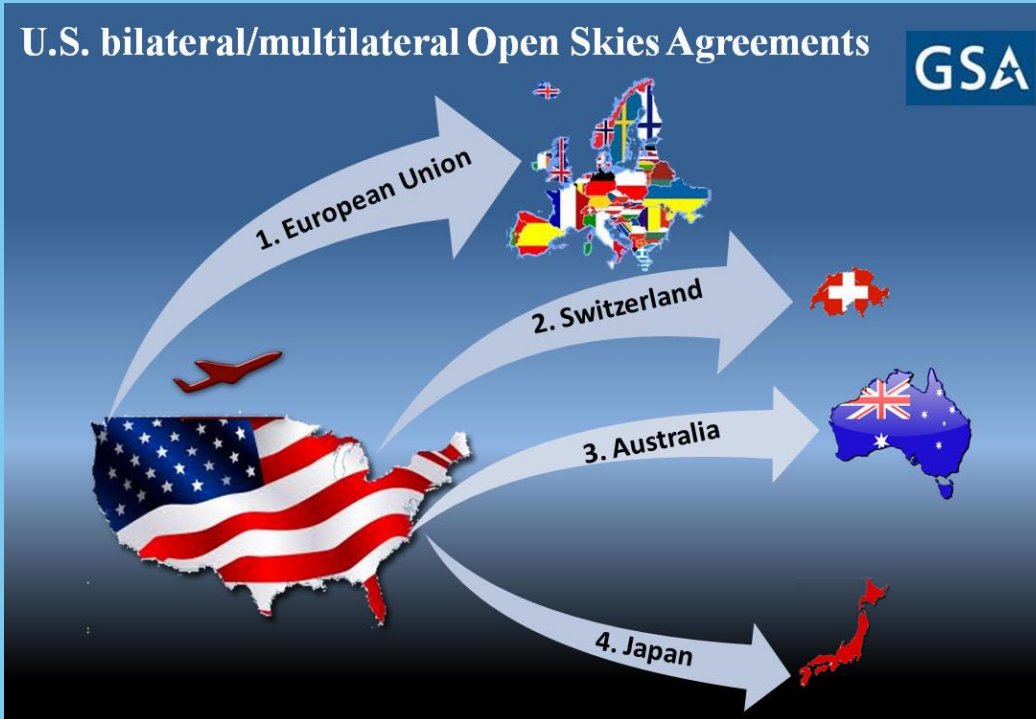
cingalls@hsph.harvard.edu or 617-432-1057



SAFE & HAPPY TRAVELS!

REFERENCES

OPEN SKIES AGREEMENT



If you have any questions about the Open Skies Agreement please look here:

http://www.travel.harvard.edu/travel/documents/open_skies_agreement.pdf

Or come see Carolyn (Room 404) or Meagan (Room 402)