**EMAIL TEMPLATE TO FACULTY**

**Dear Faculty involved with travel on federal awards:**

Please note that Harvard’s travel policy has been updated that affects travel booked as of March 1, 2016 in order to comply with the federal regulations. In order to charge any business or economy upgrade airfare to your federal award, it must be determined that an economy class flight is unavailable due to one of the following circumstances:

* Cannot reasonably accommodate travelers medical needs;
* Requires circuitous routing;
* Requires travel during unreasonable hours;
* Excessively prolongs the travel; or
* Results in additional costs that offset savings.

Exception forms are available [here](http://osp.finance.harvard.edu/files/osp/files/federallowesteconomyairefaretravelreimbursementexceptionform1716.pdf?m=1452273056) and will require approval with supporting documentation.

If an instance were to occur where business-class travel *is allowed* under the general Harvard travel policy, but *does not meet the federal exception criteria*, then the traveler may charge only the economy class portion of the ticket to the federal award. Comparable flight documentation must be obtained ***within one business day of booking*** and must include a dated flight itinerary with airline, flight number, date, time, fare class and price for economy ticket, fare class and price for ticket purchased clearly identified. Please note that the Fly America Act still remains in effect.

Thank you for your cooperation.