**EMAIL TEMPLATE TO FACULTY ASSISTANTS AND GRANT MANAGERS**

**Dear Faculty Assistants and Grant Managers:**

Over the last year, several Harvard groups carefully reviewed current policies and considered how to implement the Federal government’s new “[Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)” (Uniform Guidance). Their work resulted in many policy updates, including the [Travel Policy](http://osp.finance.harvard.edu/travel-policy) that will take effect on March 1, 2016.

I would like to draw your attention to one specific aspect of the revised travel policy: No business class or economy class upgrades are allowable on federal funds without an approved and documented exception. This change means that Harvard will now differentiate between the University travel policy and federal award travel which is now included in a specific section, [Travel Policy Appendix G](http://hwpi.harvard.edu/os_fast/files/fad_policies/files/appendix_g_sponsored.pdf).

* If you are booking travel that may potentially be charged to a federal award, and an economy class airfare is unavailable, you must meet one of the federal airfare travel exceptions on the [Federal Lowest Economy Airfare Travel Reimbursement Exception Form](http://osp.finance.harvard.edu/files/osp/files/federallowesteconomyairefaretravelreimbursementexceptionform1716.pdf?m=1452273056) in order to charge the full airfare to the federal award.
* 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 remains in effect. Harvard highly recommends using*** [***its preferred travel vendors***](http://travel.harvard.edu/) ***to ensure compliance with Federal guidelines.***

Over the next few weeks, you will have an opportunity to learn about the new policies in open forums and training sessions. OSP will host several WebEx sessions as follows:

* Tuesday, March 29th from 2-3PM
* Monday, April 12th from 10-11AM
* Thursday, May 12th from 10-11AM
* Thursday, June 9th from 1-2PM

Please let me know if you have any questions.

Best regards,

Additional Resources:

* [Federal Travel Policy Update – quick reference guide](http://osp.finance.harvard.edu/blog/federal-travel-policy-update-brochure-posted-osp-website)
* [Federal Travel Regulations Online Tutorial](http://eureka.harvard.edu/Eureka/Tools/aicc_launch.cfm?sid=1453480484539&course_ID=1488&location=http%3A//eureka.harvard.edu/Eureka/aicc_content/Course_1488_federal_travel_regulations/index_lms.html)
* [FAQs](http://osp.finance.harvard.edu/travel-policy%22%20%5Cl%20%22faq)
* [Federal Lowest Economy Airfare Travel Reimbursement Exception Form](http://osp.finance.harvard.edu/files/osp/files/federallowesteconomyairefaretravelreimbursementexceptionform1716.pdf?m=1452273056)
* [Federal Lowest Economy Airfare Split Coding Job Aid](http://osp.finance.harvard.edu/files/osp/files/federal_awards_airfare_cost_allocation_coding_job_aid_1616_0.docx?m=1452108476)
* Other policy updates: [Sponsored Financial Reporting and Closeout Policy (SFR&C](http://osp.finance.harvard.edu/files/osp/files/sponsored_financial_reporting_and_closeout_policy_1.1.16_5.pdf?m=1450456496)); [Sponsored Expenditures Guidelines (SEG](http://osp.finance.harvard.edu/sponsored-expenditures-guidelines)); and [Responsibility of Purchasers, Preparers and Approvers (ROPPA](http://policies.fad.harvard.edu/responsibilities-purchasers-preparers-and-approvers)