**EMAIL TEMPLATE TO NON-HARVARD TRAVELER**

**Dear Non-Harvard Travelers:**

In order to charge any business or economy upgrade airfare on a Harvard 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. Please note that the Fly America Act still remains in effect for all travel on federal awards. Please see the attached [brochure](http://osp.finance.harvard.edu/blog/federal-travel-policy-update-brochure-posted-osp-website) to help guide you when booking travel on federal awards administered by Harvard.

Thank you in advance for your cooperation.