**EMAIL TEMPLATE TO POST-DOCS AND STUDENTS**

**Dear Post-docs and students who travel on federal awards:**

Please note that Harvard’s travel policy has been updated, effective March 1, 2016. In order to charge any business or economy upgrade airfare on a 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.

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.

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.

If you have any questions about booking please contact Xxxxxxx.

Thank you in advance for your cooperation.