

Definition of Economy Class

Harvard defines lowest economy class airfare (sometimes called coach, standard economy fare class or base airfare) to include a reserved seat, one personal item, one carry-on bag, and one checked bag.

Where there is a high likelihood that the itinerary may change; it is appropriate to purchase a refundable (unrestricted) ticket. Include in the business purpose section of the reimbursement request the reason for purchasing a refundable ticket.

Updates to sponsored travel policies are currently in process and will be posted [here](#). Additional travel information and policies and updates can be found at [Travel and Reimbursement Services](#) or [Financial Policy Office](#).



Air Travel Guidelines at a Glance – Draft 9/19/19

Harvard strongly encourages travelers to book airline tickets through one of Harvard’s [preferred travel agencies](#) and to use [preferred airlines](#). Preferred agencies and airline vendors may provide additional value (e.g., after hours access, fare discounts, free priority seating, boarding or re-accommodation), etc. See the [Travel Policy](#) and FAQ for additional guidance.

	Federal Funds (Including Federal Cost-Share Funds)			Non-Federal Funds / University Funds (If no additional local unit or fund restrictions apply)		
✓ - Required ⊗ - Not Allowed 😊 - Allowed Within Policy	Domestic Air Travel inside the contiguous 48 United States	Air Travel Involving Canada, Mexico, Alaska, Hawaii, or U.S. Territories and Possessions when flying to, from, or within these locations	International Air Travel with destination and/or origin outside the United States and its territories and possessions	Domestic Air Travel inside the contiguous 48 United States	Air Travel Involving Canada, Mexico, Alaska, Hawaii, or U.S. Territories and Possessions when flying to, from, or within these locations	International Air Travel with destination and/or origin outside the United States and its territories and possessions
Lowest economy class airfare ^{1,2}	✓	✓	✓	✓	😊	😊
Business class if single non-stop flight leg is more than six (6) hours ²	⊗	⊗	⊗	⊗	😊	😊
U.S. Flag Carrier unless qualify for an exception as noted in the Fly America Act ³	✓	✓	✓			
Open Skies Agreement (exception to Fly America which is an agreement between the US and a foreign government) ⁴	✓	✓	✓			

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- Under extenuating circumstances certain exceptions may apply (e.g., documented medical reasons, circuitous routing, etc.). For Federal or cost share funds see [Federal Lowest Economy Airfare Travel Reimbursement Exception Form](#) or Travel Policy for additional details.
- When a non-U.S. flag air carrier is used for travel charged to federally-sponsored or cost-share awards, a [Fly America Travel Reimbursement Exception Form](#) must be completed. If not completed appropriately, the expenses must be charged to a nonfederal award.



BCD Travel Authorization Form Process Being Discontinued

The Web Voucher Travel Authorization Form (TAF) process with BCD will be discontinued on December 31, 2019.

- BCD will continue to be one of our [Preferred Travel Agencies](#) which include: BCD Travel, Egencia, The Travel Collaborative, Milne Travel and HTT.
- In order to purchase tickets you will now need to charge a Department Card, Corporate Card or the traveler's personal card.
 - See [Card Services](#) for card program details and processes.
- Departments may also set up group bookings with one of our preferred vendors and provide the Department Card number or have the traveler supply their own card number at the time of booking.
- See [Group Air Travel](#) for more details.

