Greetings Community Members!

We had a vibrant discussion with wonderful questions from the audience during Karen Kittredge's presentation <u>Travel Policy Changes/Updates</u> at RAS Friday on September 20th, 2019. Two questions were in regards to Business Class on Amtrak and Economy Air Travel upgrades. Karen Kittredge, Manager of Policy and Business Process, was kind enough to follow up with more detailed responses to the audience questions. Please find her presentation attached herewith and the follow up responses to audience questions within the text below.

Train
1. **May travelers book business class rail fare or must a traveler book the lowest economy class fare available?**
    Rail travel is expected to be at the lowest fare that offers reserved seating. For regular Amtrak service it would be reserved Coach Class, for Acela Express trains it would be business class. In some cases, reserved seating may designated as business class or first-class and is considered allowable on federal funds. See Harvard's Amtrak website [here](#).

Economy Travel Upgrades
Where funds and budget allow, the Travel Policy may allow business or upgraded economy travel for certain flights (local policies may be more restrictive); however, the difference in fare between the lowest economy airfare and the business class fare cannot be charged to federal or federal cost-share funds and must be charged to a non-sponsored account. Please utilize the [Lowest Economy Airfare Split Coding Job Aid](#) to assist you in allocating the cost between federal and non-federal accounts.

2. **Can we charge the portion of business class to be charged to an unrestricted account or on a cost-share companion account?**
    No, you should not charge the federally unallowable portion to a cost-share companion account, since they follow the same sponsored award terms. These expenses must be charged to a non-sponsored account. Note that unallowable costs should never be charged to cost share companion account. You should charge the federally unallowable portion of a business class flight to a non-sponsored account using the appropriate airfare object code.

3. **What details should be included in comparable flight documentation for economy versus economy plus or business flight information?**
    The comparable flight documentation should identify the date of the comparison of the itinerary, as well as the airline, flight number, date, time, fare class and price for the economy ticket, and fare class and price for the ticket purchased. If the incremental cost of the upgrade is clearly itemized on the purchase receipt, an additional comparison is not required.

    -   The comparable flight documentations must be submitted with the completed [Federal Lowest Economy Airfare Travel Reimbursement Exception Form](#) to a school/tub authorized approver/official for approval <u>prior</u> to submitting the travel reimbursement request in Concur or Buy-to-Pay.
    -   **If the comparable flight documentation for economy versus economy plus or business is not obtained within 1 business day of booking**, **the** entire fare must be charged to a non-sponsored account.

If you are booking a flight with more stops or a longer duration than required for the business trip due to personal travel, then you should provide the same documentation listed above a comparable itinerary (including price, dates, and air class) based on the business portion of the travel. The comparison must be obtained within one business day of booking. Only the allocable business portion of the travel may be charged to the appropriate Harvard fund(s). See Appendix E of the Travel Policy for additional guidance.

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Karen Kittredge
Manager of Policy and Business Process
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