

HF Travel Request Form: Instructions

When should I use this form?

Domestic travel: this form only needs to be filled out if Harvard will be paying expenses for the travel. If your travel is covered by outside sources, you do not need to fill this out.

International Travel: this form is always required regardless of funding source so an internal request can be submitted in Harvard's Grants Management Application System (GMAS)

Who should use this form?

Anyone traveling for business on behalf of Harvard Forest/Harvard University should use this form.

What is the purpose of this form?

This form is used by HF Finance to anticipate costs associated with travel and ensure there is enough money in the budget to cover costs. It is also used to ensure policies are followed and adhered to in advance of travel.

How exact do I have to be with my anticipated costs?

Exact quotes do not need to be provided but the estimates should be realistic and all inclusive (examples: airfare should include baggage, fees, personal mileage to/from airports, etc.; ground transportation should include parking, tolls, etc.; travel to conferences should include registration costs). Links to agendas/schedules should be provided in the Additional Details section.

What is the turnaround time to hear a response from HF Finance?

HF Finance will endeavor to respond within 3 business days after the form has been submitted. If you do not hear back within this timeframe, please feel free to send a follow-up email if it is time sensitive.

Helpful Links:

[Per Diem Rates \(gsa.gov\)](https://www.gsa.gov)

[Mileage Reimbursement Rates \(gsa.gov\)](https://www.gsa.gov)