

**HARVARD INEQUALITY SEMINAR SERIES
2007-2008
REIMBURSEMENT GUIDELINES FOR VISITORS**

The following are reimbursement guidelines for use in working with the Harvard Inequality Seminar Series 2007-2008 organized by the Multidisciplinary Program in Inequality & Social Policy. To receive reimbursement, please submit a completed **Universal Expense Form** (attached), including original signature, Social Security number (if applicable), and legal (home) address. In compliance with IRS regulations, expenses must be accompanied by **original receipts**, except where noted below.

Please attach your original receipts to the Universal Expense Form. This form must be submitted to the Multidisciplinary Program in Inequality & Social Policy as soon as possible but at the latest within 30 days after completion of the trip, due to Harvard policy. Please complete the areas shaded in yellow, sign the form and list the addresses at the bottom. If you need more space to summarize your expenses, please use an additional sheet of paper.

INTERNATIONAL TRAVELERS

International travelers also need to complete and sign the **Foreign National Information Form** (attached) and submit it, with a copy of your I-94 Departure Record, passport, visa, and any other immigration document you might have obtained for this specific trip. The I-94 Departure Record is a small white card stapled into your passport by Immigration upon arrival.

Please note: since the airline will take your I-94 Departure Record when you leave the U.S., please ask our projects coordinator to make a copy of your passport photo page and I-94 before your departure from Boston.

TRANSPORTATION

Taxis – We reimburse costs to/from your home to your local airport and to/from Boston Logan to Cambridge. We reimburse taxis and shuttle services only; we cannot reimburse limousine costs. You need not provide taxi receipts – we will use the average of \$35 for missing airport receipts. Please contact us prior to engaging a sedan service to/from the airport.

Personal Car – We reimburse at the rate of 44.5 cents per mile, plus tolls & parking when a personal car is used to get to/from your home airport. We will also reimburse mileage in lieu of airfare should you drive to Cambridge, provided it does not exceed the round-trip coach fare as mentioned above.

Train – We reimburse coach travel on trains, with the exception of the Acela between Boston and NYC, where we will reimburse business class (coach is not available). We do not reimburse first class train travel, even when it is cheaper than air travel (it is a Harvard policy, not ours!).

MEALS

During seminars and meetings, most meals will be planned for our visitors or the group and billed directly to the Inequality Program. When individual or group meals are not planned, meals are generally reimbursed at their actual cost, including gratuity. We suggest a maximum of \$12/\$18/\$31 (Breakfast/Lunch/Dinner).

Alcoholic beverages are generally not reimbursable. If you do not wish to submit receipts, the daily per diem meal rate (pro-rated) will be used for the city of travel. For Boston, the per diem meal rate is \$64 per day.

HOTEL/INCIDENTALS

Your room charge and taxes will be placed on the Inequality program's bill and we ask for you to pay for any incidentals directly and submit them for reimbursement, if applicable. Harvard's policy does not allow for reimbursement of personal expenses such as bar and mini bar charges, snacks, movies, laundry, health club fees, and personal phone calls. If you plan on extending your trip past the approved number of days that the Inequality Program has agreed upon, please make arrangements with the hotel directly for payment.

Forms and receipts should be mailed to: Multidisciplinary Program in Inequality & Social Policy Kennedy School of Government Attn: Kate Tighe 79 John F. Kennedy Street, T 402 Cambridge, MA 02138
