

**STRUCTIONS**

**FEDERAL AWARDS ECONOMY CLASS AIRFARE EXCEPTION APPROVAL FORM**

**Effective March 1st, 2016**

**AIRFARE CLASS RESTRICTIONS ON FEDERAL AWARDS**

Federal regulations (2 CFR §200.474.3(d))require that airfare costs in excess of the lowest economy fare class are unallowable except when the lowest economy fare/flight would:

• Require circuitous routing;

• Require travel during unreasonable hours;

• Excessively prolong travel;

• Result in additional costs that would offset the transportation savings; or

• Offer accommodations not reasonably adequate for the traveler's medical needs.

Exceptions for business-class or upgraded economy airfare must meet one of these criteria and be justified and documented to be allowable on a federal award. These exceptions require documentation and written approval by Judy Lo (jlo@hsph.harvard.edu) or Kristie Froman (kfroman@hsph.harvard.edu) – please send to both.

**REQUIRED DOCUMENTATION FOR AIRFARE EXCEPTIONS –TO BE COMPLETED BY TRAVELER + DEPT ADMIN**

**Please Select Exception Type(s) below:**

**Flight Destination(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Flight Date(s)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Require circuitous routing

[ ]  Require travel during unreasonable hours

[ ]  Excessively prolong travel

[ ]  Result in additional costs that would offset the transportation savings;

[ ]  Offer accommodations not reasonably adequate for the traveler's medical needs

The following supporting documentation must be provided with this form:

* An explanation and relevant documentation to support that the airfare meets at least one of the **2 CFR §200.474.3(d))** exceptions listed above.
* For a medical reason, please attach a doctor’s note (do not include any medical information).

# Traveler’s Name Traveler’s Signature Date

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# Dept Administrator/Designee Name Dept Administrator/Designee Signature Date

#  IRFARE EXCEPTIO

**N STATUSREQUIRED**

**TO BE COMPLETED BY SCHOOL APPROVER**

[ ]  The airfare meets at least one of the **2 CFR §200.474.3(d))** exception criteria; request approved. **TTUSREQUIRED**

[ ]  This request is denied.

# Chan School Approver’s Name Chan School Approver’s Signature Date

# NOTE TO TRAVELER:

If this exception request is denied but the cost is allowed under the Harvard Travel Policy, you may still fly business class or upgraded economy. However, the difference in fare between the lowest available economy fare class and the business class/upgraded economy fare must be charged to a non-sponsored account. **You must obtain written documentation of the lowest available economy fare for the same itinerary within 24 hours of booking the flight**. If you do not obtain documentation of the lowest available economy fare for the same itinerary within 24 hours of booking, then ***NO portion of the fare*** may be charged to the federal award. Post-booking quotes are not allowed as substitute documentation.