HARVARD UNIVERSITY

The Department of Government
Explanation Form

Travel & Non-Travel Reimbursement Over 60 Days

Non-travel reimbursements receipts exceeding 60 days from the date of purchase will first require the Financial Dean (or equivalent) approval/signature.

- ☐ Harvard Employee
- ☐ Affiliate/Harvard Student/Casual/Stipend
- ☐ Invited Guest/Visitor
- ☐ Out of Pocket
- ☐ American Express Corporate Card

Date:	Reimbursee or Cardholder Name:	Phone:	Web Voucher:

Social Security/Tax ID#:	Harvard ID#:	Financial Dean's Approval:
		Yes____ No_____

EXPLANATION FOR EXTENUATED CIRCUMSTANCES FOR EXCEPTION TO THE POLICY:
(Please write clearly)

8/28/2002