



CONVENING 2024

SDP Travel Policies

SDP looks forward to welcoming you to our Convening in Boston on April 29- May 1, 2024. To support you in attending Convening, SDP staff will assist you with booking your travel to all SDP events where applicable and pay for your transit. To utilize this service, you must abide by the policies and processes outlined below.

All travel arrangements for Convening must be booked by the stipulated deadline in advance of February 9th, 2024, unless otherwise specified. If you do not book your travel by the stipulated deadline or receive a pre-approved extension from SDP staff, you are responsible for covering your travel expenses.

Per Harvard University's travel policy, SDP will cover the cost of the most economical (lowest fare available on the day of purchase) **and reasonable travel method from your major home airport or travel hub to the event city and back on the dates of the event (April 29 – May 1, 2024).** Our definition of 'reasonable' is:

- A carry-on bag is included with your ticket.
- Travel from your major home airport or travel hub to the event city and back.
- Departing at or after 7 am and arriving at or before 11 pm (the traveler may opt to take an earlier flight or have a later arrival if they choose to, and that flight is a more economical option).
- Flights with layovers under two hours (we endeavor to purchase flights with one layover or fewer).

If your travel plan fits the standard travel parameters listed above, and you feel prepared to book your travel, please contact Milne by completing this [survey](#) with your information. In addition, if you have more specific questions regarding topics such as family travel, traveling on non-standard dates, or what is allowed in booking your travel, please read on.

If you have further questions not addressed here, please contact
EduardoMoreira@gse.harvard.edu (general questions) or **Sabrina_Correia@gse.harvard.edu**
(lodging and travel).

Table of Contents

<i>Booking Your Travel</i>	2
<i>Anticipated Travel Expenses</i>	3
<i>COVID-19 Vaccination Requirement</i>	4
<i>Traveling on Non-Standard Dates</i>	4
<i>Family-Friendly Travel</i>	5
<i>Frequently Asked Questions - While Booking</i>	5
<i>Frequently Asked Questions - After Booking</i>	6
<i>Additional Questions</i>	8

Booking Your Travel

Our travel agency partner, Milne, will assist you with booking your travel to Boston for Convening 2024. We recommend booking your travel as soon as possible to get your most desired travel arrangements under Harvard's travel policy. **All bookings must meet all Harvard travel booking policies. For Convening 2024, unless otherwise stipulated by SDP, all travelers must book travel by February 9th, 2023.**

Please complete this [survey](#) from Milne to book your travel. Email is the preferred method of booking. In your contact with Milne, please be ready to provide the following information:

- Your Name (exactly as it appears on the identification you will use when traveling)
- Your major home Airport
- Date of birth
- Gender (per airline requirements)
- Cell Phone Number
- Seating Preference (if applicable)
- Frequent Flyer Number(s) and TSA or Global Entry Number (if applicable)

If you have questions about booking a trip, please email Sabrina Correia at Sabrina_Correia@gse.harvard.edu.

Please note: Per Harvard University's travel policy, SDP will cover the cost of the most economical (lowest fare available on the day of purchase) travel method **from your local major airport or travel hub to the event city and back**. In addition, travel arrangements and hotel reservations made outside of the prescribed event days **are not covered** by SDP.

Anticipated Travel Expenses

SDP will pay for the following expenses for travel to and from SDP events:

- **Lodging.** SDP will pay your lodging costs for the dates you are traveling for the event only. For questions on lodging, please email Sabrina_Correia@gse.harvard.edu.
- **Travel.** SDP will pay for the most economical mode of transport (lowest fare available on the day of purchase) available from your local major airport or travel hub to the event city and back on the event's standard travel dates.
 - *Please note that this does not include using a personal vehicle, taxi, Uber, Lyft, train, or bus fare needed to get to and from the airport or travel hub.*
- **Scheduled Meals.** SDP will cover program-facilitated meals during the event. Please see the event agenda to identify which meals are covered.

SDP will not pay for other travel expenses, including the following:

- **Flight Extensions and Preferred Flights.** Official business travel and lodging dates for events will be provided in advance of travel booking. Flight/Rail itineraries and lodging outside the established dates are personal expenses. Therefore, any additional costs incurred due to these requests must be *paid for upfront by the traveler*. See traveling on non-standard dates for more details.
- **Snacks and other meals.** Travelers are expected to pay for food outside group meals, including meals on the agenda noted as "on your own."
- **Ground transportation.** Travelers are expected to cover their own ground transportation (e.g., cab fare, train fare, bus fare, rideshare, or use of a personal vehicle) between airports/travel hubs and either their home or the conference hotel. SDP encourages our travelers to organize cab shares, and we will always book hotels near public transit.
- **Business Class/First Class/Upgrades.** SDP must always book coach class air and rail when traveling. SDP cannot purchase business, first-class tickets, or seating upgrades.
- **Change Fees and New Tickets.** Except in exceptional circumstances, SDP cannot pay for travelers to change their itineraries after they have been booked. Consult our family-friendly policies and the frequently asked questions below for some policies around these exceptional circumstances.

COVID-19 Vaccination Requirement

[Harvard recommends that all community members](#), including attendees of SDP events, be up to date on vaccinations for COVID-19 or have a valid exemption.

Harvard students, staff, and faculty have verified their vaccinations directly with the university. Unless you are also a Harvard student, staff, or faculty, Harvard will not need to verify your vaccination or exemption.

Traveling on Non-Standard Dates

Where there are additional fees from personal travel, above and beyond what SDP would cover for standard travel, the traveler will have to purchase the tickets on their own, and SDP will reimburse the traveler after the event has concluded. SDP will only reimburse the traveler for the amount up to what SDP would have paid for their standard travel. Separate guidelines for preparing and submitting this reimbursement will be shared directly with travelers who require it.

- **What is business-related travel?** Business-related travel is considered travel necessary to attend an event. The established business-related travel dates to attend an event will be provided by SDP when you are invited to book. For example, Convening dates are April 29- May 1, 2024, and the business travel dates are April 29- May 1 since the event will begin on the evening of April 29th and end in the afternoon on May 1st.
- **What is personal travel?** Personal travel is considered travel on a date outside of the established business travel dates for an event. For example, if the business travel dates for Convening are April 29–May 1, personal travel would then be any extension of travel *requested by the traveler* outside those dates.
- **What if there are limited flight options, and I must arrive a day early/stay a day late?** If there are no reasonable flights to or from your major home airport/travel hub on the established business travel dates, a flight on an adjacent day would be considered business-related. SDP will pay for the additional night of lodging and extended flight/train *if the traveler chooses this itinerary*.
- **What kind of fees can I expect if I extend my trip?**
 - **Airfare:** SDP must pay for the most economical, reasonable flight from your home airport to the event city and back. If you choose to extend your trip, SDP will take a price comparison for your expected trip and deduct that from your chosen travel fare. If that fare is equal to or less than what we would have paid, we can usually proceed with booking your travel. If the fare is more than we would have paid, you will need to book the travel yourself, and SDP will reimburse you up to the amount we would have paid for a standard itinerary.

- **Lodging:** SDP will pay for lodging for the business travel dates for events. For example, if the travel dates are April 29–May 1, and you choose to extend your trip, you are responsible for finding *and* paying for your additional nights of lodging. If you must stay an additional night adjacent to the event due to limited flight options *AND* you choose to extend your trip, you must pay for all additional nights at the hotel beyond the morning of the 1st.
 - For example, if you, due to limited flights on April 29th, you would have flown home on Friday, April 30th in the morning (fully covered by SDP) but decide to make it a total week trip to Boston and fly out on Friday, May 3rd instead, you must now self-pay for the nights of the 2nd, *and* the 3rd for your trip to Boston. The only exemption to this policy would be for religious reasons.
- **Room Block:** SDP cannot guarantee that you will be able to book lodging at the event hotel should you extend your trip, nor can we guarantee that you will be able to book lodging at our negotiated rate.

Family-Friendly Travel

We offer travel support to parents and those expecting. These policies include:

- If you are traveling with a child and caregiver, we can upgrade your seat to include seat selection, so you can sit with your partner/caregiver and child.
- If you are expecting a child (either yourself or your partner), we can book your trip to include a refundable ticket in case of unexpected cancellation.
- For SDP Fellows that are breastfeeding, we will cover the cost of shipping breast milk home while attending SDP events.

For extraordinary circumstances involving dependent others, please appeal to the Program Manager on the SDP team ([Eduardo Moreira](#)).

Frequently Asked Questions - While Booking

What if I need to fly into or out of a different city than where I live?

If you need to fly out of or into an alternate city, please seek prior approval from Sabrina_Correia@gse.harvard.edu. SDP provides the most economical mode of travel from your home airport to the event location and back. Therefore, additional costs incurred due to multi-city travel must be covered by the traveler.

Can I get reimbursed for checked baggage fees?

SDP can only reimburse for checked baggage fees if you travel for 4 or more nights for

SDP-related events or if you must check your bag for medical purposes. This does not include days extended for personal reasons.

What if I miss my flight?

SDP cannot pay for any additional flight costs incurred by missing your flight.

Do I have any choice over what airline I fly?

SDP will pay for the lowest available fare with a reasonable itinerary. If you want a particular airline and the fare is more, you will be expected to cover the cost of the travel up front. SDP will reimburse travelers up to the amount that SDP would have paid for the flight (most economical and reasonable).

Can I be reimbursed for upgraded or extended legroom seats while flying?

SDP is only able to purchase main cabin economy tickets. If you wish to further upgrade your seat or other amenities at your own expense, you must wait until the ticket is booked and can do so on your own credit card.

Can I drive to the event?

Yes, you may drive if it is the lowest cost and most reasonable form of transit. The cost of driving is reimbursed at the federal rate for the given fiscal year (currently \$0.655/mile for 2023), plus the cost of parking for the duration of their stay at the event. Please contact [Sabrina Correia@gse.harvard.edu](mailto:Sabrina_Correia@gse.harvard.edu) if you wish to drive. Reimbursements will be processed following the event and can take up to 6 weeks once fully submitted.

What should I do if I want to extend my trip beyond the days of the SDP event?

You should note this preference (including the days of your desired extension) when you reach out to book your travel. We are still required to purchase the most economical fare, even for these extensions. If the price of the extended fare is equal to or less than the standard fare, the extended fare may be approved.

If the price of your extended flight is more than the standard fare, you will be expected to cover the cost of the travel up front. SDP will reimburse travelers up to the amount that SDP would have paid for the flight (most economical and reasonable). If you extend your trip beyond the days of the event, you will be responsible for any additional lodging costs directly, and SDP may not be able to accommodate your lodging at the conference hotel as it has limited rooms available.

Frequently Asked Questions - After Booking

What happens if I need to make any flight/schedule changes after my ticket has been booked?

SDP is not able to pay for any schedule changes. You must contact Milne to discuss any necessary changes, but you are financially responsible for any changes other than those discussed below.

What would I do if I extended my travel but now must return earlier than I expected because of a work/personal obligation?

If SDP approves and purchases travel for an extended stay, you are responsible for any subsequent changes/updates to that travel. SDP cannot expense travel that was changed due to personal trip extensions. Therefore, any travel changes made after an extension (even those for work obligations) must be paid for by the traveler.

What if my airline changes my flight?

If your flight changes and the change impact your ability to arrive at the event on time, please contact Milne and SDP staff ASAP.

If the flight change still falls within the parameters of an acceptable flight, both for your arrival and Harvard policy, any changes made must be paid by the traveler and not SDP.

Please ensure that any updates to your flight itinerary made by the airline provider do not add any additional charges to the final cost of the trip. SDP cannot cover any additional costs associated with changes in flight itineraries.

What happens if I have booked my flight but I no longer am able to attend?

Please inform SDP as soon as possible should you need to cancel your travel for any reason, including due to illness or the need to quarantine due to potential exposure to COVID-19.

Milne will assist you in canceling your flight with the airline. For flights that cannot be fully refunded to SDP, any travel credit issued is still to be used for SDP travel purposes only. SDP reserves the right to re-claim unused travel credit for other travelers.

What should I do in the event of inclement weather that will likely affect my travel?

If your airline encourages you to switch a flight that will likely be delayed by weather, we encourage you to do what is in your power to arrive safely at your destination, either before or after the weather event. Please keep SDP proactively informed (Sabrina_Correia@gse.harvard.edu) so we may support you in changing additional accommodations (e.g., lodging) as needed.

If your airline cancels any leg of your itinerary due to weather or other factors, please contact Milne, who can assist you with rebooking (including on another airline if needed). The airline should be your first source of accommodations, but keep SDP proactively informed if you have needs that the airline will not meet.

If the airline is not taking any action on inclement weather that may affect your travel, you, as the traveler, will be responsible for rebooking and paying for a new flight if you choose to do so.

Additional Questions

If you have further questions not addressed here, please reach out to

EduardoMoreira@gse.harvard.edu (general questions) or [Sabrina Correia@gse.harvard.edu](mailto:Sabrina_Correia@gse.harvard.edu) (lodging and travel).