



HARVARD COLLEGE OBSERVATORY

Procedure for direct-billing of Travel via Web Voucher Travel Authorization Form (WVTAF)

1. Call BCD Travel at 617-496-8000 or 1-800-610-5640 (email: harvardtravel@bcdtravel.com) and make airline reservations. Inform the agent that you'd like to pay using the WVTAF and ask that Elke Blackstone (eblackstone@cfa.harvard.edu) be added to the email of the reservation.
2. Upon conclusion of the reservation, BCD will e-mail you a confirmation that will contain a **Record Locator Number** and the **Ticket Price/Fee** among other information. This e-mail provides you all the information you need to ask Elke Blackstone to create the WVTAF.
3. Upon approval, an e-mail will automatically be generated to BCD with WV# and a cross-reference to the record locator. At this point, BCD will issue the ticket.
4. An e-mail confirmation will be sent to Elke Blackstone indicating that the ticket has been issued.

Note:

- If the ticket and fee is less than what was originally approved, the same voucher can be used. If ticket and fee costs more, a new voucher with the additional amount will need to be generated.
- If the trip is cancelled for any reason, please notify BCD that an e-ticket was not used or return a paper ticket to them.