Travel and Expense Reimbursements Manager

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Position Deleted on 3/02/2026. This position is no longer an active posting on HigherEdJobs.

Type: Full-Time
Salary: $76,400 - $130,000 per year
Posted: 36 days ago
Category: Business and Financial Services
Military

HARVARD UNIVERSITY

Company Description

By working at Harvard University, you join a vibrant community that advances Harvard's world-changing mission in meaningful ways, inspires innovation and collaboration, and builds skills and expertise. We are dedicated to creating a diverse and welcoming environment where everyone can thrive.

Does the thought of working in higher education at an institution whose mission it is to educate leaders that make a difference in the world excite you?

The Financial Office at Harvard Business School has an opportunity for a talented expense reimbursement professional to provide high quality expense reimbursement management across a broad portfolio of educational experiences.

The Travel and Expense Reimbursements Manager is a member of the Financial Operations team within the Financial Office at Harvard Business School, a $1B+ institution. The incumbent will support all aspects of Expense Reimbursements management and compliance across the departments of the Harvard Business School.

Job Description

Job Summary: Independently perform complex financial administration including budget development, financial analysis, and consultation. Provide recommendations for the use of financial resources.

Reporting to the Assistant Controller, the Travel and Expense Reimbursements Manager is responsible for exercising independent judgment in the oversight, evaluation, and approval of employee and faculty expense reimbursements, ensuring compliance with institutional policy while assessing financial, regulatory, and reputational risk to the school. The position requires a comprehensive knowledge of expense reporting systems, expense policy enforcement, exception handling, and reimbursement workflows.

Job-Specific Responsibilities:

Expense Report Review & Approval

- Highly customer focused - Serve as the primary authority on travel and expense reimbursement policy, providing expert guidance and interpretation to faculty, staff, and administrators on complex or sensitive matters.
- Review, audit, and approve expense reports for faculty, staff, students and non-employees to ensure compliance with institutional and funding policies.
- Analyze exceptions, determine when exceptions or overages warrant escalation and facilitate appropriate resolution or corrective action based on policy and institutional risk.
- Ensure proper documentation, business purpose, and correct department coding.
- Enforce international travel registration requirements
- Manage vendor setup for non-employees

Corporate Card & PCard Administration

- Evaluate Corporate Card and PCard applications and limit increase requests, exercising judgment to assess eligibility, financial exposure, and compliance risk.
- Review and approve PCard reports and track activity.

  Manage card holder delinquencies

Training and Policy Management

- Design and deliver training that interprets expense and travel policies, promotes compliance, and mitigates financial and audit risk across departments.
- Ensure that the Financial Office and HBS websites are kept current and accurately reflect policies, business processes, changes and deadlines.

Other

- Manage school wide petty cash replenishments and audits
- Prepare and review accounting journal entries, applying accounting principles to ensure accurate financial reporting.

- Build trust and collaboration by being present on-site and engaging directly with colleagues and various constituents.
- Other duties as required

Qualifications
Basic Qualifications:

- Bachelor's degree or equivalent work experience required
- Minimum of 5 years' relevant work experience

Other Required Qualifications:

- Demonstrated experience with expense reimbursement systems (Concur strongly preferred).
- Strong knowledge of expense policy enforcement, audit standards, and approval workflows.
- High attention to detail with the ability to identify exceptions and compliance risks.
- Proficiency in Microsoft Office (including Excel).
- Strong written and verbal communication skills.

Additional Qualifications and Skills:

- Demonstrates unquestionable integrity
- Exercises sound judgment and discretion
- Openness to innovation & AI-enabled work and continuous improvement
- Experience in higher education or complex institutional finance environments.
- Familiarity with corporate card, PCard, and payroll reimbursement processes.
- Experience coordinating with Accounts Payable, Payroll, and central finance offices.
- Must have an ability to learn quickly, to initiate action, and an eagerness to grow.
- Must have ability to build strong relationships with people at all levels of the organization.

Additional Information

- **Standard Hours/Schedule:** 40 hours per week
- **Visa Sponsorship Information:** Harvard University is unable to provide visa sponsorship for this position
- **Pre-Employment Screening:** Identity, Education, Criminal, Credit
- **Other Information:**
    - This is a hybrid position which we consider to be a combination of remote and onsite work at our Boston, MA based campus. HBS expects all staff to be onsite a minimum of 3 days per week and departments provide onsite coverage Monday - Friday. Specific hours and days onsite will be determined by business needs and are subject to change with appropriate advanced notice.
    - We may conduct candidate interviews virtually (phone and/or via Zoom) and/or in-person for this role.
    - A cover letter is required to be considered for this opportunity.

#LI-EG1

Work Format Details

This position has been determined by school or unit leaders that some of the duties and responsibilities can be effectively performed at a non-Harvard location. The work schedule and location will be set by the department at its discretion and based upon operational needs. When not working at a Harvard or Harvard-designated location, employees in hybrid positions must work in a Harvard registered state in compliance with the University's Policy on Employment Outside of Massachusetts. Additional details will be discussed during the interview process. Certain visa types and funding sources may limit work location. Individuals must meet work location sponsorship requirements prior to employment.

Salary Grade and Ranges

This position is salary grade level 057. Please visit Harvard's Salary Ranges to view the corresponding salary range and related information.

Benefits

Harvard offers a comprehensive benefits package that is designed to support a healthy work-life balance and your physical, mental and financial wellbeing. Because here, you are what matters. Our benefits include, but are not limited to:

- Generous paid time off including parental leave
- Medical, dental, and vision health insurance coverage starting on day one
- Retirement plans with university contributions
- Wellbeing and mental health resources
- Support for families and caregivers
- Professional development opportunities including tuition assistance and reimbursement
- Commuter benefits, discounts and campus perks

Learn more about these and additional benefits on our Benefits & Wellbeing Page.

EEO/Non-Discrimination Commitment Statement

Harvard University is committed to equal opportunity and non-discrimination. We seek talent from all parts of society and the world, and we strive to ensure everyone at Harvard thrives. Our differences help our community advance Harvard's academic purposes.

Harvard has an equal employment opportunity policy that outlines our commitment to prohibiting discrimination on the basis of race, ethnicity, color, national origin, sex, sexual orientation, gender identity, veteran status, religion, disability, or any other characteristic protected by law or identified in the university's non-discrimination policy. Harvard's equal employment opportunity policy and non-discrimination policy help all community members participate fully in work and campus life free from harassment and discrimination.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

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