



Domestic Travel Reimbursement Procedure

The following information is provided to process requests for reimbursement of expenses incurred while traveling on official university business. Reimbursement will take place after the trip has occurred.

DEPARTMENT SUPPORT STAFF:

1. Collect original receipts (transportation, lodging, meals, etc.) for all travel related expenses from the traveler. Cornell reimburses traveler's meals using the receipt method or *per diem* method. One method must apply for the entire trip.
 - a. The *per diem* method requires an overnight stay. For the day of departure and day of return, reduce the *per diem* amount to 75 percent of the daily rate. The meal *per diem* rate includes meals, beverages, tips, and taxes.
 - b. If using the receipt method, an original ITEMIZED receipt that lists what was purchased, including beverages must be included. Examples of acceptable meal receipts are itemized credit card slips, itemized cash register receipts, or for meals under \$75.00 only, a non-itemized credit card slip or cash register receipt, or a room receipt to which a meal has been charged. Original receipts are required for all expenses including one day travel.
2. Organize and tape receipts by date on an 8 ½ x 11 sheet of paper.
3. Complete the Travel Expense Reimbursement Form and include any other supporting documents. Enter all receipts and other documentation onto the form. If travel advance was requested, please indicate the dollar amount on the first line of the form under "cost," which should be negative. *Reimbursement requests with a travel advance must be submitted within 30 DAYS after completion of the trip.*
4. When the form is finished, print and scan along with all original receipts and submit to NYC Finance Team as a PDF via email; hand deliver originals.

FINANCE TEAM:

5. NYC Finance Team will review request and supporting documents. If questions, team will request corrections from support staff. Once corrections are made, NYC Finance Team enters the information onto the [Travel Reimbursement System](#). An automated message requests approval from the traveler.
6. Once approved by the traveler, the NYC Finance Team is notified via email that it's been approved.
7. NYC Finance Team creates cover sheet that includes Trip ID number and account numbers and sends to Lya Simonet (NYC Finance Manager) for final review and approval.
8. Once signed and approved, NYC Finance Team saves copy of the travel reimbursement as a PDF in the Finance Shared Drive.
9. Original travel related documents are sent to FTC for final review.
10. FTC (Wei Liu) will notify NYC Finance Team of any questions/corrections. If there are corrections, the request will be rejected and queued back to the preparer (NYC Finance Team). If changes are needed, it will be queued back to the traveler for resubmission and re-approval from NYC Finance Team.
11. If everything is approved, the traveler will be paid within 2 to 3 weeks.

Additional Resources:

[University Policy 3.2, University Travel](#)
[University Policy 3.14, Business Expenses](#)