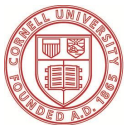


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# ILR NYC TRAVEL REIMBURSEMENT PROCESS

As part of a LEAN: Continuous Process Improvement initiative, the New York City office of ILR has revised a series of travel procedures.



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# The Project

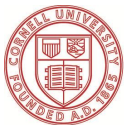
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As an outcome of the NYC Administrative Review project, faculty and staff identified some areas to review for process improvement. One area identified was travel reimbursement processing.

To identify more efficient procedures, we used the Lean Process Improvement method, which has been adopted by many departments at Cornell and in other large organizations. This is a participative approach which allows a team of staff involved in the processing, as well as customers of the process, to review the existing methods and cooperatively identify potential improvements.

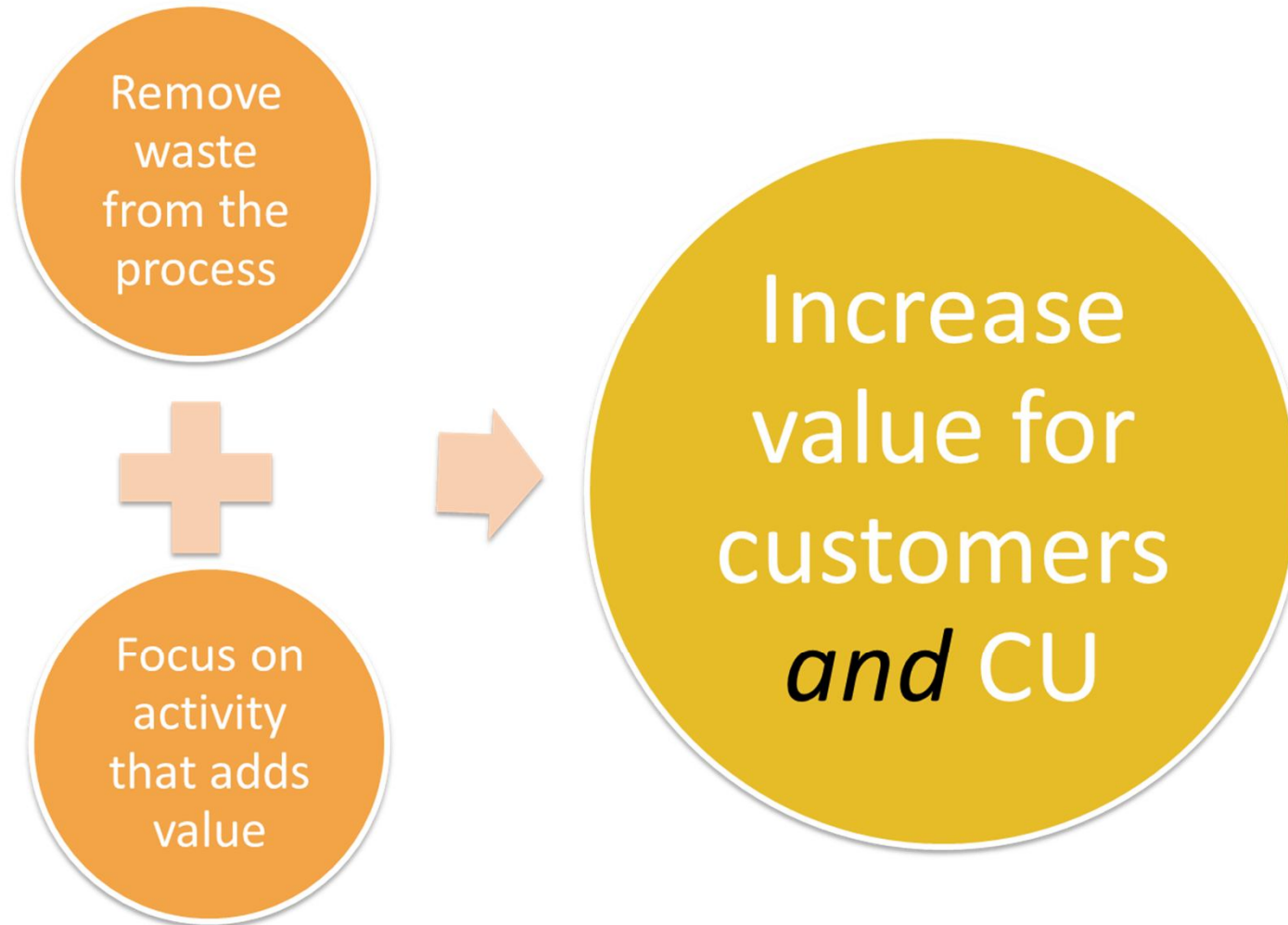
Although we started with a review of the travel reimbursement process, our goal was to test the Lean Process method, to develop a familiarity and competency with it, and then, hopefully, to apply it to other areas identified for potential improvement.

We believe the method has worked quite well for this project, that it can be effective in other areas, and look forward to using it in the future.



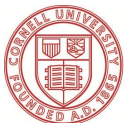
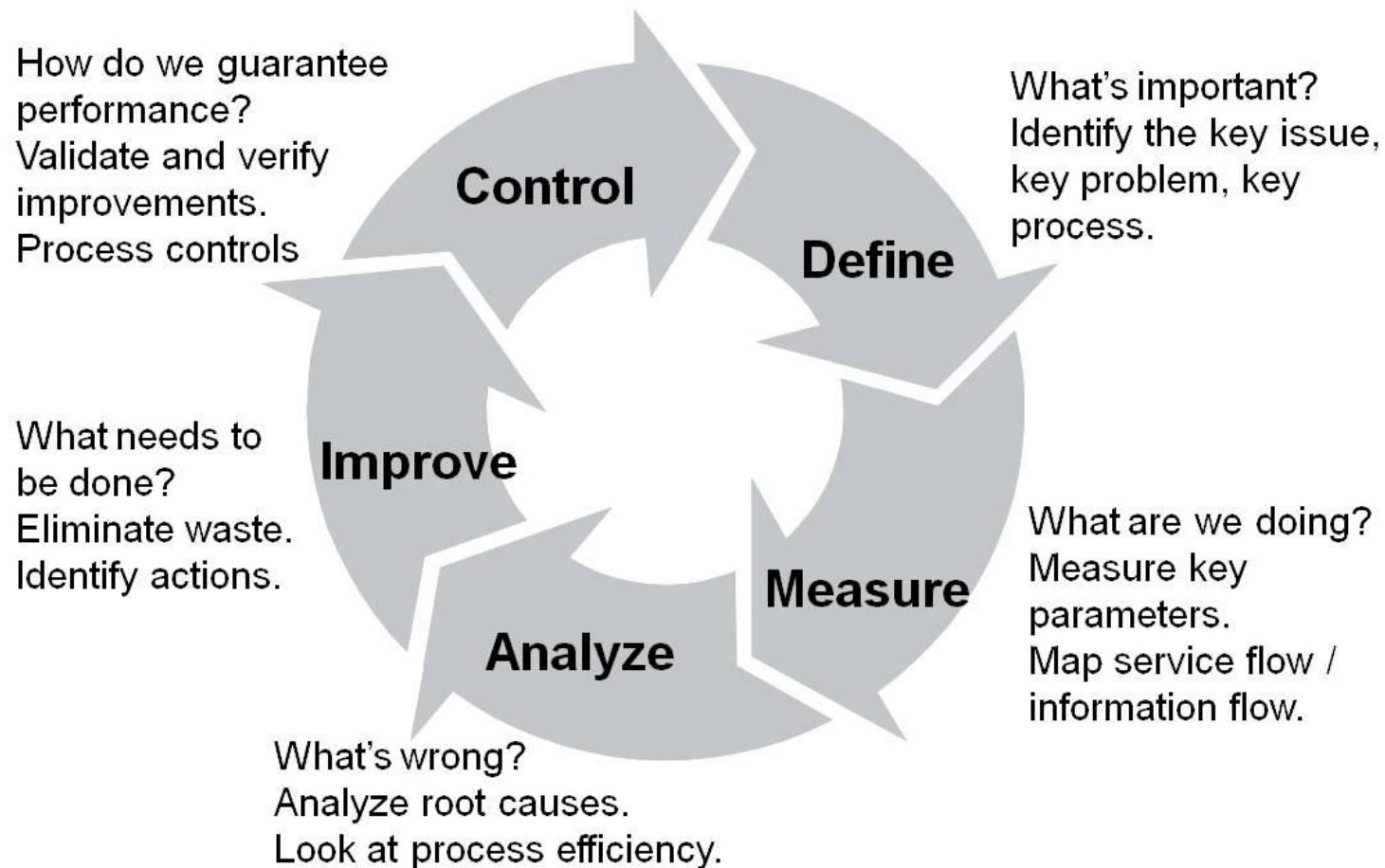
# Why Lean?

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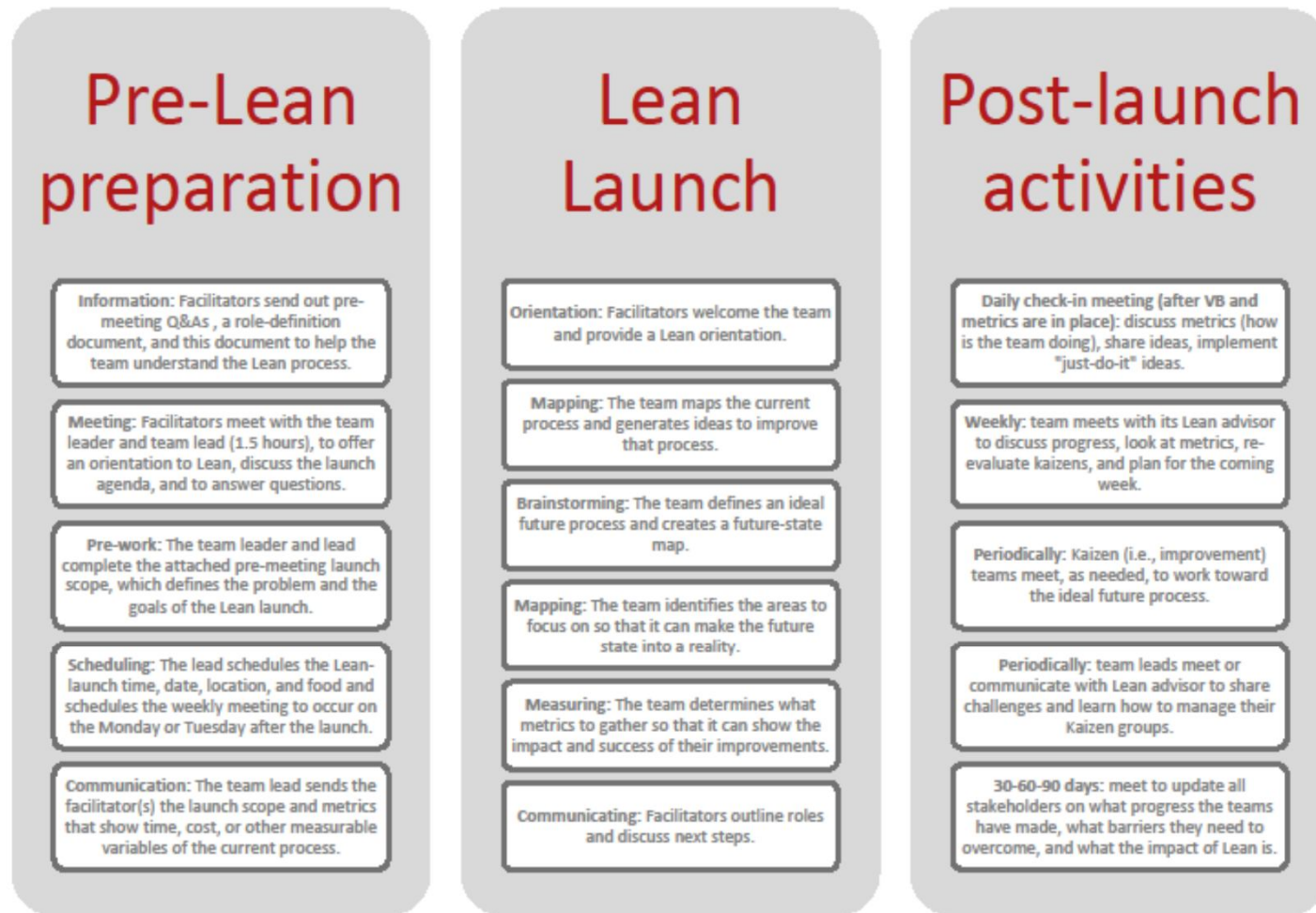


# What is the Lean Process?

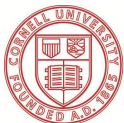
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# How is it implemented at Cornell?



Organizational Development for Faculty & Staff, Cornell University



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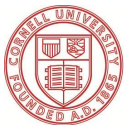
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# NYC LEAN Team Goals

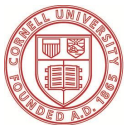
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1. Improve turnaround time of travel reimbursements
2. Improve compliance and consistent enforcement of travel policies
3. Simplify and consolidate travel reimbursement process
4. Reduce workload for program support staff
5. Empower staff to provide feedback to customers
6. Improve communication between process partners and customers
7. Develop familiarity with Lean Process Improvement



# What has happened as a result of the Lean Process?

- ✓ Improved clarity for travel reimbursement requirements and general travel policies
- ✓ Updated travel reimbursement form that will now be used across NYC departments
- ✓ Created written procedures for reimbursement process that can be used for internal reference and new hire training
- ✓ Developed Quick Tips, FAQ's and Traveler Checklists that can be used by Travelers and Administrators
- ✓ Uploaded all new forms and procedures onto ILR Finance Website





# Where to Find the Results

The screenshot shows a web browser window with the address bar displaying [www.ilr.cornell.edu/fiscal/policies/index.html](http://www.ilr.cornell.edu/fiscal/policies/index.html). The page header includes the Cornell University ILR School logo and a search bar. The main navigation menu lists: Admissions, Academics, Research, Professional Programs, Library, Careers, Alumni, and News. A large banner image of a building is visible, with the ILR School logo and tagline "ADVANCING THE WORLD OF WORK". Below the banner, the page title is "Financial Operations and Budget Planning". A sub-navigation menu includes: Account Management, Budget, Policies/Procedures, Receivables, Training, and Contact Us. The "Policies/Procedures" section is active, displaying a list of internal policies and procedures, including: Assess-A-Fee Form (pdf form), Contract Class Billing Form (pdf form), Independent Contractor Policy and Process (pdf), Independent Contractor Agreement Template (pdf form), Petty Cash, Payment and Collection Policies (pdf), Revenue and Expense Contract Procedure (pdf), Travel Information, Travel Policy (pdf), Travel Reimbursement Quick Tips (pdf), Domestic Travel Reimbursement Procedure (pdf), International Travel Reimbursement Procedure (pdf), International Traveler Checklist (pdf), and Travel Expense Form (xlsx). Below this, the "University Financial Policies/Procedures/Forms" section lists: Corporate Cards, Independent Contractor/Consulting Agreement Forms, Procurement Cards, Travel System, and University Financial Policies Website. The Windows taskbar at the bottom shows various application icons and the system clock indicating 4:07 PM on 2/26/2014.





# Domestic Travel Reimbursement Procedure



Cornell University  
ILR School

## 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 1/2 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.

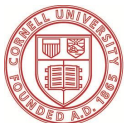
### FINANCE TEAM:

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](#)

Originally Issued: January 2014  
Last Updated: December 18, 2013



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**\*\*Last Updated: Dec. 18, 2013**



# International Travel Reimbursement Procedure



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## International 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. Seek Invitation Letter from sponsor, if visa is needed. (3-5 months prior to trip)
2. Request Business Letter from Ed
3. Submit passport, one 2x2 passport photo, and visa application form to expediter
4. Request travel advance (2 weeks prior to trip)
5. 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. Foreign per diem is established by the federal government for travel outside the continental U.S. Foreign *per diem* rates are used for Hawaii and Alaska.
  - b. If using the receipt method, an original ITEMIZED receipt that lists what was purchased, including beverages must be included.
  - c. If receipts are in foreign currency, please include the U.S. dollar amount on each receipt. A simple way to convert all foreign currency to U.S. dollars (and provide backup for the conversion) is to use the [OANDA currency converter](#).
6. Organize and tape receipts by date on an 8 1/2 x 11 sheet of paper.
7. 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.*
8. 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.

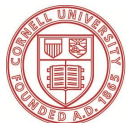
### FINANCE TEAM:

9. 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.
10. Once approved by the traveler, the NYC Finance Team is notified via email that it's been approved.
11. 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.
12. Once signed and approved, NYC Finance Team saves copy of the travel reimbursement as a PDF in the Finance Shared Drive.
13. Original travel related documents are sent to FTC for final review.
14. 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.
15. 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](#)

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# International Travel Checklist

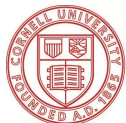



## ILR-NYC INTERNATIONAL TRAVELER'S CHECKLIST

International Travel Requirements	
<b>PRE-TRAVEL NOTIFICATION REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>E-mail Theresa H. Woodhouse regarding dates and tentative travel locations abroad at: <a href="mailto:thw3@cornell.edu">thw3@cornell.edu</a></li> <li>Check if international destination is listed on the <a href="#">State Department Travel Warning Site</a> <ul style="list-style-type: none"> <li>If so, the traveler(s) will require the Dean's written approval for travel</li> </ul> </li> <li>For more information on notification process, review <a href="#">University Guidelines</a></li> </ul>
<b>PASSPORT REQUIREMENTS</b> 	<ul style="list-style-type: none"> <li>Check passport expiration date at least 1 month before travel date</li> <li>If passport expires within 6 months of your departure date, <a href="#">renew your passport here</a> to avoid issues prior to and while traveling                             <ul style="list-style-type: none"> <li>Most consulates require US passport to be valid more than 6 months to receive a visa</li> </ul> </li> </ul>
<b>VISA REQUIREMENTS</b> 	<ul style="list-style-type: none"> <li>Check if a business visa is required for travel destination on the <a href="#">U.S. Department of State Travel Site</a> immediately upon booking trip – it can take over a month to receive a visa</li> <li><b>If visa is required:</b> <ul style="list-style-type: none"> <li>Begin visa application process at least 1 month in advance using <a href="#">Travisa</a> expeditor service</li> <li>Review specific visa and travel requirements for your country of travel to ensure forms are correct before submitting visa application to expeditor</li> <li>Ensure correct visa application forms for your specific destination are filled as it varies according to country. This information is found on <a href="#">Travisa</a> site and <a href="#">U.S. State Government International Travel website</a></li> </ul> </li> <li>Finalize all international contact information and place(s) of stay (both hotel and business locations) as this information is required for the visa application process and can be used for emergency contact purposes</li> </ul>
International Travel Recommendations	
<b>INOCULATIONS</b> 	<ul style="list-style-type: none"> <li>Check <a href="#">CDC</a> (Center for Disease Control) website for necessary and/or recommended inoculations specific for countries of travel                             <ul style="list-style-type: none"> <li><b>Inquire early;</b> receiving a series of inoculations can take up to 1 month</li> </ul> </li> <li>Inoculation expenses are reimbursable upon completion of travel</li> </ul>
<b>HIGH RISK DESTINATIONS (ITART)</b>	<ul style="list-style-type: none"> <li>Check the <a href="#">Cornell University Travel Registry</a> to see if <a href="#">ITART</a> (International Travel Advisory Response Team) has listed travel destination as an "elevated-risk country"</li> <li>If ITART country, apply for approval <b>prior</b> to departure in the <a href="#">ITART Cornell Travel Portal</a></li> </ul>
<b>EMERGENCY PROTOCOL AND MEDEX INSURANCE REGISTRATION</b>	<ul style="list-style-type: none"> <li>Faculty and staff are <b>strongly</b> encouraged to register with the <a href="#">Cornell University Travel Registry</a> and to sign up for <a href="#">FrontierMEDEX</a>, a free insurance program available to members of the Cornell community traveling abroad on university business.</li> <li>By registering for <a href="#">MEDEX</a> located within Cornell's <a href="#">Travel Registry</a>, you gain:                             <ul style="list-style-type: none"> <li>Verified eligibility for University approved emergency medical insurance and support</li> <li>Contact with the University and those listed as emergency contacts</li> <li>Immediate University support in case of urgent health, safety and security issues</li> </ul> </li> <li>Review and fill out the <a href="#">Emergency Protocol and Procedures</a> form to ensure detailed guidelines are in place in case of an emergency situation while abroad</li> </ul>
<b>BEFORE YOU GO...</b>	<ul style="list-style-type: none"> <li>Review Cornell's <a href="#">Guidelines for Travel with Technology</a></li> <li>Enroll in <a href="#">Smart Traveler Enrollment Program</a> (STEP);                             <ul style="list-style-type: none"> <li>STEP provides updates on Travel Warnings, alerts and other information about international destinations as provided by US government</li> </ul> </li> </ul>

Updated: 2/19/2014

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# Travel Reimbursement - Quick Tips

Travel Reimbursement - Quick Tips  
Business purpose should include: Where, What, When and Why.  
(Tape all receipts by date on 8 1/2 x 11 sheet of paper)

## Transportation

- ☐ **Airfare/Train:** Airfare Reservation Itineraries booked online must be submitted with your ticket receipt. When booking through an approved travel agency, the Price Summary Total Collected by the Airfare agency must also be submitted. For both, tickets receipts must include the cardholder's name and the last 4 digits of the credit card number.  
**Non-Reimbursable:** in-flight telephone charges, first class and business class flights unless prior approval by the Dean, Associate Dean, or Director of Finance has been received.
- ☐ **Multiple Destinations:** Provide the business purpose for each destination associated with the trip. First and business class flights may be allowable in certain cases for international travel with prior approval only.
- ☐ **Rental Car and Fuel:** Need rental receipt, gas and other related receipts.  
**Non-Reimbursable:** For PAI, -- Personal Accident Insurance (Employees who are covered by Workers Compensation); PEC -- Personal Effects Coverage; LIS -- Liability Insurance Supplement; New York State sales tax.
- ☐ **Auto Mileage:** Only auto mileage is reimbursable when traveling in personal vehicle.  
IRS 2014 Mileage Rates: 56 cents per mile as of January 1<sup>st</sup>, 2014.  
**Non-Reimbursable:** Combined gas and auto mileage when traveling in personal vehicle.
- ☐ **Tolls:** EZ pass statement. If less than \$75, traveler can submit total toll \$ amount along with a detailed explanation of trip purpose. Instead of the receipt if desired.
- ☐ **Parking/Taxis:** Submit all receipts including tip.
- ☐ **Transportation provided:** Traveler needs to explain reason (e.g., paid for by another organization).

## Lodging

- ☐ **Hotel:** Detailed itemized receipts required, must submit a receipt.
- ☐ **Hotel Provided:** Traveler needs to explain reason (e.g., paid for by another organization).

## Meal / Hosted meal (s)

- ☐ **One Trip:** Original receipts must be submitted with a zero balance. Not required to process in the trip system.
- ☐ **Per Diem:** Can only be used for a trip that is more than one day (overnight). (20% breakfast, 20% lunch, 60% dinner). Domestic per diem rates: <http://www.gsa.gov/portal/content/104877>  
Foreign per diem rates: [http://opris.state.gov/web920/per\\_diem.asp](http://opris.state.gov/web920/per_diem.asp)
- ☐ **Receipt:** Original itemized receipts from the restaurant; must include the cardholder's name and a zero balance.  
**Non-Reimbursable:** Combination of per diem and receipt method for the same trip.
- ☐ **Alcohol:** Purchase must be clearly identified on the restaurant receipt so appropriate account coding can be used.
- ☐ **Hosted Meal (s):** All requests for reimbursements for meals host by traveler with clients/colleagues must include an itemized receipt indicating all alcohol expenses, explanation of business purpose, and a list of attendees.
- ☐ **Meal Provided:** Traveler needs to explain reason (e.g., paid for by another organization).

## Misplaced Receipt

- ☐ **Misplaced Receipt:** Need to show proof of payment record such as credit card statement; bank statement must have traveler's cardholder name and/or other supporting documents. For object code use: 6780 Travel - Federal Unallowable for missing receipt or non-itemized receipt for meals.  
**Restricted Grant Account: Non-Recoverable** for object code use 6780 Travel - Federal Unallowable for missing receipt or non-itemized receipt for meals; 6160 Fees - Membership & Subscriptions.

Please include all information - this will help us to expedite your reimbursement  
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Travel Reimbursement - Quick Tips  
Business purpose should include: Where, What, When and Why.  
(Tape all receipts by date on 8 1/2 x 11 sheet of paper)

## Other Requirements

- ☐ **Convert all foreign currency** to U.S. dollars: <http://www.xe.com/currencyconverter/>
- ☐ **Non-Cornell Employee:** Travelers who do not have authorization to use the system or those who need to process moving and relocation reimbursements, must use the following form: <http://www.dfa.cornell.edu/dfa/payments/essentials/travel/travelreimform.cfm>
- ☐ **Airfare Discount:** Utilize one of Cornell's travel agents or an online booking tool (such as Travelocity, Kayak, or Expedia) to get the best price for airfare. Cornell University has negotiated 2%-5% discounts with the airlines listed below. In order to secure the discounts, you must book travel through one of Cornell's contracted travel agents - PanAm Inc. or AAA Travel. **Payment Method:** Corporate/personal credit card or direct billing. Visit Cornell Online booking tools at: <https://www.dfa.cornell.edu/travel/airlines/index.cfm>
- ☐ **Business class air travel** is appropriate for international flights in excess of 6 hours as long as the international travel is outside of Canada, Mexico, Central America, and the Caribbean. If traveling to a time zone with at least a 6 hour difference (e.g. Europe and the Midwest), one day/night of recovery before engaging in ILR work will be allowed.
- ☐ **ILR employee's traveling internationally:** must notify the Dean's Office (Theresa Woodhouse: [thw3@cornell.edu](mailto:thw3@cornell.edu)) in advance. For additional information on destination, visit: [The State Department travel warning site](http://The State Department travel warning site)
- ☐ **Free Abroad Emergency Insurance (MEDEX)** is available through the University Office of International Affairs. Register at: <http://www.international.cornell.edu/odc/travel/emergencies.asp>
- ☐ **Hotel Discount Rate:** Choose lodging that has reasonable single room rates. The university's online tool: <https://www.dfa.cornell.edu/travel/lodging/index.cfm> includes information on hotels and motels offering discounted rates to university employees. **Pre-Approved Hotels:** Hilton Garden Inn; Marriott Courtyard; Hampton Inn; Holiday Inn Express; Doubletree; Sheraton; Cornell Club.
- ☐ **Rental Car Discount Rates** for university business travelers are available at: Hertz, National, Car Rental, Enterprise, Avis, and Budget. For more information, visit: <https://www.dfa.cornell.edu/travel/ground/index.cfm>
- ☐ **Travel Advance Request and submissions to Financial Transaction Center:** If a receipt doesn't indicate proof of payment, you can attach your credit card statement. If a trip is more than a month away and will incur substantial costs, a **travel advance** can be requested. It will take two weeks for traveler to receive the check or direct deposit. Upon completion of trip, if advance is requested, please indicate the dollar amount on the first line of the form under "cost," which should be negative on the reimbursement form. Travel advance reconciliation must be submitted within 30 DAYS of return from travel.
- ☐ **Tax Exempt Certificate:** If a NYS tax exempt certificate is needed, must request it from FTC (Wei Liu: [wliu295@cornell.edu](mailto:wliu295@cornell.edu)) each time. Wei will supply the blank form for one time use only. The department will then fill it out and submit it to the vendor. Keeping a blank form in our files is against Cornell Policy. To check other states Cornell University has sales tax exemptions for, visit: <http://www.dfa.cornell.edu/tax/salesanduse/taxexemption.cfm>
- ☐ **OTHER LINKS :** POLICIES/ Travel Guidelines / online booking/ ACH direct deposit form / Travel Advance Form [http://www.ilr.cornell.edu/tsc/police/upload/Travel-Guidelines\\_Fin\\_Aug\\_September-19-2013.pdf](http://www.ilr.cornell.edu/tsc/police/upload/Travel-Guidelines_Fin_Aug_September-19-2013.pdf) - ILR Policy University Policy 3.2, University Travel - University - University Travel Policy University Policy 3.14, Business Expenses - University Business Expense Policy <https://www.dfa.cornell.edu/travel/> - Cornell Travel Portal <https://www.dfa.cornell.edu/ach/> - Cornell Travel Portal Accounts Payable ACH Authorization Form - Direct Deposit [http://www.dfa.cornell.edu/dcms/payments/essentials/advances/upload/cu\\_pay\\_traveladvance.pdf](http://www.dfa.cornell.edu/dcms/payments/essentials/advances/upload/cu_pay_traveladvance.pdf) - Advance Form <http://www.irs.gov/pub/irs-pdf/w9sb.pdf> - International ongoing New Traveler needs to fill out W9sb form <http://www.irs.gov/pub/irs-pdf/w9.pdf> - Domestic new ongoing traveler needs to fill out W9 form
- ☐ **CONTACT US FOR ANY INFORMATION:**

o Belinda Lam:	212-340-2848	EMAIL: <a href="mailto:blm64@cornell.edu">blm64@cornell.edu</a>	NYC/ILR Account Representative
o Mickey Shoukhratov:	212-340-2828	EMAIL: <a href="mailto:mmk48@cornell.edu">mmk48@cornell.edu</a>	NYC/ILR Account Representative
o Riccio Current:	607-255-6206	EMAIL: <a href="mailto:rcr2@cornell.edu">rcr2@cornell.edu</a>	Itasca Office - FTO - Trip Approver
o Wei Liu:	607-255-6304	EMAIL: <a href="mailto:wliu295@cornell.edu">wliu295@cornell.edu</a>	Itasca Office - FTO - KFS eDoc Initiator for Trip
o Lya Simonet:	212-340-2855	EMAIL: <a href="mailto:lys3@cornell.edu">lys3@cornell.edu</a>	NYC/ILR Finance Manager

Please include all information - this will help us to expedite your reimbursement  
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# FAQ's



## TRAVEL/MISC. REIMBURSEMENT FAQ

### Traveling Domestically

**Q: Do I need to submit receipts that are Direct Billed in my reimbursement?**

**A:** Direct Billed expenses are generally NOT required when submitting a standard reimbursement.

**EXCEPTION:** if the reimbursement is related to a contracted on-site program where the client will reimburse the university, Direct Billed receipts MUST be saved and submitted with the reimbursement.

**Q: What requires an original receipt?**

**A:** Original receipts are required for ALL expenses EXCEPT for the following: Meals associated with overnight travel claimed under the per diem method, personal auto mileage reimbursed at the current IRS rate, miscellaneous expenses that are less than \$75

**Q: What's considered a miscellaneous expense?**

**A:** Miscellaneous expenses are travel-related expenses such as local transportation, mail, fax, phone, internet hotel charges, entrance fees, etc. Lodging, meals (when using the receipt method) and transportation to and from your destination (air, train, rental car) are NOT miscellaneous expenses.

**Q:**

**A:**

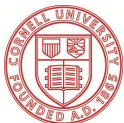
**Q:**

**A:**

### Traveling Internationally

**Q: When should I seek an invitation letter from Sponsor?**

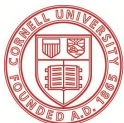
**A:** An Invitation Letter should be sought from sponsor, if visa is needed, 3-5 months prior to trip. A letter of invitation on company letterhead from sponsor (either host company or individual) explaining the relationship to the applicant and the purpose of travel. In addition, the letter must indicate the length of stay, place of stay, and contact information. The invitation should also confirm the validity of visa applied for (1 Year, 5 Year or 10 Year), as well as places and organizations to be visited.





# Additional Expense Related Updates

- **Direct Deposit** : We encourage you to sign up to receive non-payroll reimbursements through direct deposit by completing the following form:  
<http://www.dfa.cornell.edu/payments/processing/reimbursements/ach.cfm>
- **Use of Object Codes**: It is no longer necessary for department administrative staff to assign object codes to expenses reimbursement requests. FTC and the Finance Team will assign these on behalf of each Department.
- **Direct Billing Receipts**: It is no longer necessary for department administrative staff to submit a copy of a receipt for direct billings (Statler Hotel, C2C Bus) with the travel reimbursement form. It is only necessary to identify charges as direct billing.
- **Tax Exempt Certificate**: If we need a tax exempt certificate, we must now request it from FTC (Wei Liu) for each individual request. Keeping a blank form in our files is against Cornell Policy. Previously we contacted Patti Giordano in the Tax Compliance to request a tax exempt certificate. This practice is no longer applicable.
- **IRS 2014 Mileage Rates**: The IRS mileage rates for 2014 have decreased. Business miles reimbursement is now 56 cents per mile, down from 56.5 cents in 2013.



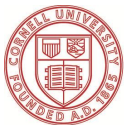
# Future Goals

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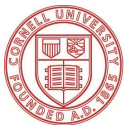
- Introduce a travel portal on the ILR Finance website
- Convert existing forms to web forms to further automate the workflow
- Consider other areas where the Lean process can help remove waste and add value at ILR-NYC

<http://www.ilr.cornell.edu/fiscal/policies/index.html>

For more information about this revised travel process contact your department administrative staff, Lya Simonet or Wil Stringer



# ILR Lean Team for Travel Reimbursement Process



Cornell University  
ILR School

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