

Travel Reimbursement - Quick Tips
Business purpose should include: Where, What, When and Why.
(Tape all receipts by date on 8 ½ 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 1st, 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://aoprals.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.

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Other Requirements

- Convert all foreign currency** to U.S dollars: <http://www.oanda.com/currency/converter/>
- 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/travelreimbform.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 Mideast), 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) in advance. For additional information on destination, visit: [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/topic/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 w1296@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/exemption.cfm>
- OTHER LINKS :** POLICIES/ Travel Guidelines / online booking/ ACH direct deposit form / Travel Advance Form http://www.ilr.cornell.edu/fiscal/policies/upload/Travel-Guidelines_Final_September-10-2013.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 [Accounts Payable ACH Authorization Form](#) - Direct Deposit http://www.dfa.cornell.edu/cms/payments/essentials/advances/upload/cu_pay_traveladvance.pdf - Advance Form <http://www.irs.gov/pub/irs-pdf/fw8ben.pdf> - International ongoing New Traveler needs to fill out W8Ben form <http://www.irs.gov/pub/irs-pdf/fw9.pdf> - Domestic new ongoing traveler needs to fill out W9 form
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