



## Cornell University ILR School

### FINAL

Effective September 1, 2013

TO: ILR School Colleagues

FROM: Joe Grasso, William Stringer, Jon Horn, and Ken Putnam

This is to provide you with policy guidelines and helpful tips on how to economize on your professional travel and to understand Cornell and ILR travel policies in a more transparent manner. These policies are not meant to hinder your travel but to provide clear guidelines as to what type of expenses are reimbursable and which are not. There are also tax implications to professional travel that you should be aware of, and this policy points out situations where travel expense could be included as taxable income for you as an individual. This final policy has been adopted after a week-long review process where we received your helpful input and comments.

Some colleges at Cornell have imposed significant restrictions on travel, requiring pre-approval of trips along with projected budgets, and detailed audits following trips. The ILR School would like to avoid these time-consuming methods and instead focus on how to travel more efficiently, live within reasonable guidelines, and encourage the use of videoconference and Skype technology when possible. Furthermore, many of our corporate professional education clients require ILR to adhere to strict guidelines when traveling on their behalf.

Some important and significant changes in our travel policy are as follows:

- List of acceptable hotel brands and those in NYC providing an ILR discount
- Specific information on business class air-travel, recovery days that are allowed, mixing vacation with business travel, and pre-approval to travel to countries listed on the State Department's Travel Warning Site.
- Standards for meal expenses
- Use of certain discount programs for rental cars
- Usage of personal credit cards for tax exempt travel is discouraged
- Only form ST-119.1 should be used for tax exemption purposes
- Commuting expenses, car service in NYC, and use of approved travel vendors

In 2012-13, the ILR School spent \$1.8 million on travel. The expense account “travel” is used broadly to reflect our own travel as employees, but it can also include items such as conference fee payments, advisory board dinners, food and hotel costs for executive education programs we are hosting, and travel to complete sponsored research activities. As we continue to find ways to save money throughout the School, travel expense is one category where we have considerable discretion over how much is spent.

For your information, the ILR School was assigned a \$350,000 savings target for procurement of all goods and services in FY 12-13, and this is the category under which travel expense is assigned. Given that much of our procurement cannot be managed in a more cost effective way due to the nature of the services we are buying (e.g. lease expenses for the NYC and Buffalo Offices that are negotiated and not bid out as a commodity), focusing on minimizing travel expense becomes even more important. With mid-level hotels in New York City sometimes costing \$300 - \$400 per night, these guidelines and new approaches to travel should help us reduce travel costs or at least live within our budgets. Another important goal in minimizing travel is that we can do our part to reduce Cornell’s carbon footprint.

If you have any questions regarding this policy, please contact us.

CC: Harry Katz, Kenneth F. Kahn Dean and Jack Sheinkman Professor  
Aimee Turner, University Controller  
Bill Allen, University Tax Specialist

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## Introduction

University Policy 3.2 states, “Cornell University pays for the reasonable business expenses actually incurred by people traveling on official university business.” Faculty and Staff are responsible for making their own travel arrangements such as car rental, airfare, and hotel. Should one require assistance, please check with an administrative assistant or the Fiscal Office.

The University policies regarding travel are: Policy 3.2 University Travel and Policy 8.5 Risk Management for International Travel, which can be found at:

<http://www.dfa.cornell.edu/treasurer/policyoffice/policies/volumes/finance/universitytravel.cfm>

In cases where ILR policy is more restrictive than University policy, ILR policy will supersede University policy. In all other cases, University policy must be adhered to, and is considered to be included both as part of this document and ILR policy. The Financial Transaction Center (FTC) along with all ILR personnel who are responsible for reviewing and submitting travel reimbursements are instructed to abide by these travel policy guidelines and are expected to uphold and apply the policy on a continuous basis.

This ILR travel policy is being issued so that ILR employees are fully informed about the standards we will use in reviewing, approving, and reimbursing employees for travel. These policies are not meant to be burdensome nor to hamstring your professional travel, but they are intended to contain costs in a moderate and reasonable way, to ensure that you are reimbursed for eligible expenses, and to ensure that certain travel expenses are not included as taxable income because the travel expense violates IRS codes.

You will also find University policies and a great deal of helpful information at:

<http://travel.cornell.edu> and the ILR travel policies posted at:

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

### ***Inappropriate Travel Practices:***

There are certain practices or instances where the following practices have occurred in the past but are clearly not acceptable.

- When an executive education or other client has agreed to pay for discovery and needs assessment trips or other training trips, this is not an excuse or opportunity to travel in a more expensive manner. If a client contract includes business class airfare, traveling in business class is fine, but just because a travel expense is being charged to the client does not mean the employee can upgrade his or her hotel, food, etc. Increasingly, our corporate clients have explicit travel policies, which we must adhere to, and some of those policies have been incorporated into this ILR policy.
- Employees who are working for clients and who request the client to reimburse him or her directly and individually for travel expenses is not permitted. Clients for whom we work must reimburse Cornell ILR for your travel and not you personally.

- ILR employees who are overseeing independent contractors, consultants, temporary employees, or other Cornell faculty who are delivering professional education programs for ILR must ensure that these people are adhering to Cornell and ILR travel policies. In addition, the ILR employee overseeing professional education programs must also adhere to the travel policies that may be included in a contract signed with a client. Oftentimes these client-mandated travel policies are stricter than Cornell/ILR's policies. The new independent contractor agreement requires contractors to abide by ILR travel policies.
- The cost of commuting to and from your assigned work location will not be reimbursed. Example: If an employee is at home on a business call (with the assumption that the business call places the employee at a "virtual client site") then commutes to work, commuting costs between an employee's residence and Cornell office are nondeductible personal expenses under IRC 162, IRC 262, and Treas. Reg. 1.162-2(e) and 1.262-1(b)(5).
- Combining extra days for vacation is not a reimbursable expense and the cost of which could become taxable income to the employee and/or be required to be reimbursed by the employee. Personal days while travelling outside the US are addressed under IRC 274 and Treas. Reg. 1.274-4. Days of travel to and from the business location are considered "business" days if the travel is by the most reasonably direct route. If the travel to the business location is interrupted (e.g. a stop in Rome on the way to China), only the days that would have been required to travel via the most reasonably direct route are considered business days. Weekends are considered personal days (unless they are sandwiched between business days – e.g., meetings on Friday and Monday in a foreign location mean that Saturday and Sunday would be considered business days).

## **Videoconference and Skype Calls**

Videoconferencing or Skype calls can sometimes eliminate the need for travel altogether. If you would like Skype installed on your desktop, please call the ILR IT Helpdesk. The cost of a small camera is nominal. Also, video-conferencing is useful for larger groups, and again the IT Help Desk and the Ithaca and NYC Conference Centers can help with your plans.

The School will offer a discount on the cost of Ithaca videoconference rooms if you can show that your videoconference is eliminating the need for a more expensive trip. Similarly, the Ithaca conference center staff will discount the cost of the videoconference room by 50% for smaller videoconference meetings with NYC.

## Types of Transportation

The traveler should select a mode of transportation that is cost-effective and efficient. If, for other than a university business purpose, the traveler takes an indirect route, or interrupts a direct route, reimbursement for travel costs will be either the actual cost or the costs that would have been incurred by traveling the direct route by the most economical means, whichever is less.

Similarly, modifying travel schedules to realize savings is encouraged. Staying over an extra night at a travel destination, or taking very early or late flights, may result in lower total trip costs.

Note: The University will not reimburse the business use of personal aircraft or personal modes of transportation other than vehicles as described specifically in this policy.

### ***Campus-2-Campus Bus Service***

Campus-2-Campus (C2C) bus service runs 7 days a week, all year round, between the Ithaca Campus and NYC. There are two stops in NYC (Weill Medical/Upper East Side and the Cornell Club/Manhattan), and 3 stops in Ithaca (A-Lot/North Campus, Sage Hall/Central Campus, and B-Lot/East Campus).

To make a reservation:

1. Go to: <http://transportation.fs.cornell.edu/coach/reservations/default.cfm>
2. If you have not set up an account with C2C yet, click the "Sign up here!" link when prompted to log in. This link will be found directly below the "Log in" button. Follow the directions to create an account.
3. Once you've completed the account creation instructions, fill in the reservation form as prompted.
4. When filling out the reservation form, it is preferable to use the university account as the payment method rather than a credit card. If this option is used, the ticket price is no longer included on your Travel Reimbursement Form.
5. Once you have made a reservation, print out your reservation confirmation that is sent to your email, and take it with you when you use the bus.

A one-way ticket can be purchased, currently, for \$82.50, and a roundtrip ticket can be purchased for \$165. More information regarding what C2C has to offer can be found at:

<http://transportation.fs.cornell.edu/coach/>

### ***Car Service in New York City***

Employees who have business meetings that require them to stay after 8 pm in the evening are allowed to have a car service bring them home in the five boroughs of New York City. This is done because the frequency of mass transit is significantly reduced after 8 pm and there are safety considerations for late evening travel.

### ***Air and International Travel***

When you make business travel reservations, purchase the lowest possible coach airfare that meets your business needs. This may be made possible by considering Saturday night stays or other alternatives. Please note that in some cases the IRS considers side trips on international travel to be taxable income.

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 travel is to a time zone with 6 hours difference (e.g. Europe and the Mideast), one day/night of recovery before engaging in ILR work will be allowed. If travel is to a time zone that is 12 hours different (e.g. China, India), two days/two nights will be allowed. However, this recovery time must be spent at your business destination and not be a stopover in a city unrelated to the business purpose of your travel.

If ILR employees are traveling internationally, they need to notify the Dean's Office (Theresa Woodhouse) in advance. If they are traveling to a country that is listed on the State Department Travel Warning Site, the employee(s) will require the Dean's written prior approval. The State Department travel warning site can be found at:

[http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)

Employees traveling internationally are strongly encouraged to register with the University Office of International Affairs and to register with Medex, a contractor Cornell has retained to perform emergency evacuations and to provide travel warnings in a real-time basis.

<http://www.international.cornell.edu/topic/travel/emergencies.asp>

Cornell University has negotiated discounts with US Airways, Delta and United Airlines. In order to secure those discounts, you must book travel through one of [Cornell's contracted travel agencies](#).

If you are familiar with making online reservations, the contracted agency online is Egencia, and following steps can be taken:

1. Go to the Egencia website:  
[http://applications.dfa.cornell.edu/secure/pur/employee\\_student/Egencia%20 %20Welcome%20Aboard%20Cornell%20University.htm](http://applications.dfa.cornell.edu/secure/pur/employee_student/Egencia%20%20Welcome%20Aboard%20Cornell%20University.htm)
2. Register or log in as prompted by the links on the homepage.
3. Once you have registered on the Egencia site, you can reserve and pay for your Cornell University air travel by using one of the credit card payment methods listed under the "Types of Payment" section (starting on page 7). NOTE: Even though there is an option to enter your department account code, this site will NOT directly charge a Cornell account.

If you are making airfare reservations for a business trip that includes personal travel, you must print a comparison cost of the direct route at the same time as when the reservation is made (business travel only). If, for other than a university business purpose, the traveler takes an indirect route, or interrupts a direct route, reimbursement for travel costs will be either the actual cost or the costs that would have been incurred by traveling the direct route by the most economical means, whichever is less.

You should use the most practical and economical mode of ground transportation to and from airports (e.g., hotel and airport shuttle services, shared ground transportation, etc.).

If you are on official university business, you may obtain Cornell's parking discount at the Tompkins Regional Airport. To do so, show your Cornell ID at the parking booth.

**IMPORTANT** – in order to receive reimbursement for airfare you must submit your receipt indicating the last 4 digits of your credit card number. If the receipt doesn't indicate proof of payment, you can attach your credit card statement.

If the trip is more than a month in the future and there is a financial burden, a travel advance can be requested. For travel advance procedures, please contact the Fiscal Office.

### **AAA Direct Billing**

If the employee decides to book travel through the American Automobile Association office in Ithaca, the charges for the expenses are directly billed to the employee's ILR account number.

## **Rental Cars**

### **Car Rental Preferred Suppliers:**

The university has selected the following vendors as suppliers for the rental of passenger vehicles. All corporate pricing includes collision and liability insurances as required by Cornell Risk Management and Insurance for all vehicle rentals. When you use a preferred supplier you receive negotiated discounts for the vehicle.

**Caution:** Trucks and some specialty vehicles are not included in the university's corporate agreements. Contact the Office of Risk Management and Insurance before renting these vehicles.

**Note:** When renting a vehicle in New York State, you may be required to present the New York State Tax Exemption Certificate ST-119.1.

When you rent from any of the companies below, provide them with the appropriate Corporate I.D (shown adjacent to the company name).

<b>Rental Car Company</b>	<b>Corporate I.D. Number</b>
Hertz	CDP# 17564
Enterprise	XZ29019
Avis	A160400
Budget	T413000

### **Non-Preferred Car Rental Vendors**

If the Cornell contracted vendors are not available other car rental agencies may be used for corporate rentals, but the Cornell corporate card must be used, and liability insurance must be accepted. The renter should consult with [Cornell Risk Management](#) first to find what other insurances should be accepted.

### **Rental Car Insurance**

#### **Collision or Loss Damage Waiver (CDW or LDW) - *REQUIRED***

This type of collision and liability insurance protects you against damages you might cause to the vehicle being rented.



1. If you rent from a preferred supplier and submit the rental car corporate I.D. number for that supplier, insurance is provided to you at no additional cost for domestic rentals for business travel.
2. If you will not receive coverage from the rental car company, as in the case of some international rentals, YOU MUST PURCHASE THIS COVERAGE. This expense is reimbursable.

### **Liability Insurance (LI) - REQUIRED**

This type of insurance protects you and the university against claims made by third parties, and is generally provided to you with the rental vehicle at no additional cost. Ask if it is supplied. If it is not, purchase only the basic liability coverage, rejecting any "additional" or "excess" coverage offered to you. Basic liability coverage is a reimbursable expense, if not provided automatically.

### **Personal Accident Insurance (PAI), Personal Effects Insurance (PEI) – NOT REIMBURSABLE**

### ***Fleet Cars***

Units within Cornell's contract colleges have access to the fleet vehicles for short-term rentals. The rental price is per day plus a per mile charge for fuel. Rentals are fully insured and include gas.

A Driver Registration Form needs to be completed before renting a vehicle (available at [www.fleet.cornell.edu](http://www.fleet.cornell.edu)). This will be valid for one fiscal year (July – June) and must be renewed every July 1st. The driver's supervisor must authorize the use of a fleet vehicle. The form must be returned in person to the Cornell University Fleet Services at 798 Dryden Road, Ithaca, NY 14850-2814 before a vehicle can be rented. A Driver Registration card will be issued at that time.

New users will also need to complete a Risk Management [Driver History](#) registration form, and then set up a profile in the [FleetCommander](#) online system.

The driver must present his/her valid driver's license and the registration card each time a vehicle is rented.

#### **Authorized Passengers**

- Approved Contract Colleges faculty, staff, students and their guests can be authorized by their department as passengers in a fleet vehicle in order to meet the college's business need.

#### **Unauthorized Passengers/Use**

- Fleet vehicles may not be used for personal business nor may the vehicle be used in commuting to and from an individual's place of residence.
- Members of an employee's family or other unauthorized passengers not associated with the college may not ride in a fleet vehicle.
- Animals may not be transported in a fleet vehicle without prior approval.

To reserve a car, go to the [FleetCommander](#) online reservation system. If the vehicle is needed within a 24-hour period, please call 255-3247.

## ***Taxis, Trains and Subway***

The university considers taxis, trains and subways to be “Miscellaneous Expenses.” By definition, “Miscellaneous expenses are expenses for ground transportation (e.g. taxis, airport shuttle services, public transportation) and other various non-personal expenses.”

Cornell does not require receipts for miscellaneous travel expenses below \$75, although the traveler is still required to indicate the nature of the expense, the date, the location, and the dollar amount, which you will indicate on your travel reimbursement form.

Meals and lodging are not miscellaneous expenses. See the “Lodging” and “Meals” sections of this policy for receipt requirements related to those expenses.

## **Lodging and Meals**

### ***Lodging***

Choose lodging that has reasonable single room rates. The university’s online Travel Portal at [travel.cornell.edu](http://travel.cornell.edu) includes information on hotels and motels offering discounted rates to university employees. Travelers are expected to use mid-level, business class hotels. ILR will not reimburse for high-end hotels unless written pre-approval has been granted by the Director of Finance (see below). Cornell travelers should ascertain whether the hotel grants an educational discount, non-profit, or State discount. Some hotels provide a discount based on presentation of a university faculty or staff ID. Please note that the Cornell Club requires an annual [membership fee](#), which by University policy is non-reimbursable.

### **Types of Pre-Approved Hotels:**

This is an illustrative list. There may be reasonable “independent label” hotels that offer reasonable rates (e.g. The Roger Smith Hotel or Roosevelt Hotel in NYC), and those hotels are acceptable.

- Hilton Garden Inn
- Marriott Courtyard
- Hampton Inn
- Holiday Inn Express
- Doubletree
- Sheraton
- Cornell Club

### **New York City Hotels with ILR Discounts:**

Please see the attached listing, contact information, and discount codes in the appendix. Many of these hotel properties are close to the 34th Street Office and are union hotels. Note that it is important to either call the appropriate number or use the discount code in the schedule located in the appendices to secure your discounts. If you have any problem with these hotels accepting the Cornell discount, please contact Ed Acevedo, 212-340-2854 or [eda8@cornell.edu](mailto:eda8@cornell.edu).

- Hilton Garden Inn
- Avalon Hotel
- Club Quarters – Midtown

- Affinia Dumont

**Types of Restricted Use Hotels, Domestic or International:**

We will not reimburse for luxury hotels either domestically or internationally without prior approval. These types of hotels include, but are not limited to, the following:

- JW Marriott
- Park Hyatt
- Ritz-Carlton
- Four Seasons
- Mandarin Oriental
- Waldorf Astoria
- Fairmont
- Boutique hotels

There may be times when a better hotel is justified, but these exceptions must be approved by the Director of Finance, Wil Stringer, prior to booking if there is any question of propriety. The traveler is assuming the risk of not being reimbursed if he or she stays at a restricted use hotel without prior approval, regardless of whether a client is paying for such travel.

The types of instances where high-end hotels will be approved for reimbursement are when conferences are held at a high-end hotel and staying on the property is an important part of being at the conference, or the conference reserved room rate is similar to or lower than the mid-range hotels noted above. In some cases it may also be possible to get better rates by using an online travel consolidator. Again, rates that are similar to or lower than those of the pre-approved hotel types will be considered to be acceptable.

Also, booking hotels several weeks or a month ahead of time will often allow you to save significantly.

When traveling in New York State and some other states, the traveler should present a Cornell tax exemption certificate to the hotel at time of check in – find a copy in the appendices. If the hotel refuses to honor the tax exemption, then the traveler should indicate that exemption was sought but not honored when submitting receipts for reimbursement.

You are responsible for canceling hotel room reservations if necessary. You should request and record the cancellation number in case of billing disputes. Cancellation deadlines are based on the location of the property (e.g., Pacific Time Zone when the property is in California).

**Laundry Services:** Reasonable expenses for valet (ironing and pressing of clothes) and laundry services are reimbursable if the employee is away from home for more than 7 nights.

**Non-Reimbursable Lodging Expenses:**

- In-room movies
- Mini-bar refreshments
- Fitness center fees
- Hotel souvenir and gift shop purchases

- Laundry services, except as noted above

**Note:** The University requires original receipts for all lodging, whether domestic or foreign. If staying in a private residence, Cornell will reimburse reasonable expenses for a token gift of appreciation.

## **Meals**

Cornell reimburses traveler's meals that are not otherwise paid for or provided. Cornell allows the use of either the receipt method or *per diem* method. One method must apply for an entire trip. For related reimbursement information, see the "Documentation and Reimbursement Issues" section of this document.

### **Per Diem Method**

The *per diem* method requires an overnight stay. It is designed for short-term travel during which the traveler eats in restaurants, and generally should not be used when the traveler rents an apartment or other lodging that includes cooking facilities. The *per diem* method includes incidentals (e.g., tips).

### **Receipt Method**

If the traveler chooses the receipt method, the traveler should submit a meal receipt for each meal. 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.

### **Other Standards for Meal Expenses**

Employees will be reimbursed for the reasonable costs of meals and beverages if incurred in accordance with the following guidelines:

- Meals and beverages must relate to time spent on business trips in provisions of services to our clients or for purposes of conducting ILR business;
- The cost of meals should be appropriate to the nature of the business trip and consistent with a normal, reasonably modest, standard of living;
- Lavish and extravagant meal expenses will not be reimbursed and meal tips should be consistent with local custom;
- The consumption of alcoholic beverages with meals and at other times must be reasonable and limited;
- When one person pays a group expense (meal or bar), the names, titles, organizations, and a reference to the business need and purpose of the meeting must be specified before reimbursement will be processed.

**Note:** If a traveler selects the *per diem* method, but hosts a business meal with others while in travel status, Cornell will reimburse this particular meal based on the receipt. The traveler must reduce the daily *per diem* for the hosted meal. The *per diem* adjustment is based on 20 percent for breakfast, 20 percent for lunch, and 60 percent for dinner.

### **Tipping and Gratuity:**

Tipping should be reasonable, with a 15% standard being acceptable for meals. Hotel tips for bellman, maids, and porters should be reasonable and limited.

## Telephone and Internet Service

The following segments of this document outline the university's expectations of travelers regarding telephone usage and Internet access. For related reimbursement information, see the "Documentation and Reimbursement Issues" section of this document.

You should use a university-issued calling card, corporate credit card, or phone card whenever possible to avoid excessive charges by hotels for telephone service. If you travel routinely, you should request a university telephone calling card from your unit's telecommunications coordinator.

Cornell will reimburse personal calls that are reasonable (generally not more than an average of 10 minutes per day).

For those employees who travel internationally, you will be reimbursed for temporary global phone and data packages for the period which you are traveling abroad. These services need to be initiated and terminated to coincide with the dates of your travel. Please be sure to turn off your phone or your wireless locator when it is not in use so as not to incur steep roaming and other charges.

The university expects you to use the most economical or efficient means of accessing the Internet when you are traveling.

## Booking Travel and State Tax Exemptions:

It is critical that when traveling in New York State you use the travel exemption forms for hotel and other expenses when vendors accept the form, which can be found in the Appendix of this document. Avoiding taxes on hotel and other costs significantly reduces travel costs.

Cornell also has tax exemptions in various other states and districts - a list can be found at: <http://www.dfa.cornell.edu/tax/salesanduse/exemption.cfm>

Please contact the Fiscal Office to obtain tax exemption certificates for these other areas.

The traveler should present a Cornell tax exemption certificate to the hotel at time of check in. If the hotel refuses to honor the tax exemption, the traveler should indicate that exemption was sought but not honored when submitting receipts for reimbursement.

If you have any questions concerning tax exemption practices, please ask the Fiscal Office or consult the Cornell travel web site.

## Types of Payment

### *Direct Billing*

For certain travel arrangements, the University has an agreement with some vendors (i.e. Campus-2-Campus, fleet cars) to directly charge a University account. Please refer to the University Travel Policy for additional information regarding direct billing.

### *Procurement Card*

P-cards are authorized by Supervisor and Financial Lead. Cards can be used for business purchases up to \$500.

**IMPORTANT:** While you are traveling you **CANNOT** use your P-Card for any meals, business or other purchases. Additionally, it is extremely important that the P-Card holder **never exceed** the \$500 per transaction limit, or split the cost of a **single item** in excess of \$500 (whether a good or service is purchased) into multiple payments.

P-cards can be used for the following:

➤ **Business Meeting Meals – ITHACA ONLY:**

1. Purchase meal using p-card (just like a regular credit card)
2. Be sure tax is not charged (use the tax exempt form found on page 19)
3. Submit **original detailed receipts** from the restaurant including the **name of the cardholder, the business purpose, and list of attendees** with the **Procurement Card Expense Form** (see page 20). Since alcohol is not a recoverable expense under federal guidelines, **any alcohol purchased must be clearly identified on the restaurant receipt** so appropriate account coding can be used. If detailed receipts are not obtainable from the restaurant, you will need to attach a signed statement of explanation as to why the receipt is not available and specifically indicate whether or not there was alcohol purchased.

➤ **Conference Registration Fees**

1. Conference registration fees may be charged to your P-card if the fee does not exceed the \$500 transaction limit.
2. Purchase conference registration using p-card (just like a regular credit card)
3. Submit **receipt with name of the cardholder, the business purpose, and Procurement Card Expense Form** (see page 20)

Per Procurement Card Policy, receipts must be turned in as soon as possible but no later than 10 days after transaction. Documentation submitted more than 10 days after the transaction will cause the automatic release of the charge against the default account.

P-Card for Restaurants in NYC: Procurement cards are not to be used while in travel status, which means that their use for meals is typically limited to the Ithaca area. However, if the procurement card holder's work location is New York City, then they could use their card in New York City as a cardholder at the main campus would use theirs in Ithaca. You do need to be careful that it is just a meal – not catered and not involving room rental or any form of contract as this would require a purchase order. Finally, procurement card transactions are limited to \$500.

The FTC's Super P-card can also be an option – however, it can sometimes be challenging depending on the restaurant because the card is not present.

**Note:** Absent any extenuating circumstances, more than three late submissions will result in a suspension of the P-card.

## **Corporate Credit Card**

### **Cornell Corporate Credit Card Usage:**

Some positions at the university may require employees to undertake business travel or host business meals, which results in the employee incurring expenses personally, and then seeking reimbursement. To expedite the payment of such expenses, and reduce the need for cash advances, the university has entered into a contract with a financial institution to assist the employee in obtaining a **personal liability credit card**, with no annual fee. Our corporate travel card is currently a Visa, offered by US Bank. The application for this card can be found on page 22.

### **Steps in Using the Corporate Card:**

1. Use the Corporate Card just as you would a regular credit card.
2. While traveling, the card can be used for lodging, meals, transportation, and other incidentals for business purposes. Be sure to use the tax exempt form (see page 19) when utilizing the Corporate Card in New York State.
3. Once the trip is completed, submit the Travel Voucher/Project Information Sheet (see page 18) with original receipts.
4. Wait for reimbursement.
5. Pay Corporate Card bill when it arrives at your personal residence.

### **Benefits of the Card**

The corporate travel card offers several benefits, these include: no annual fee, rental car insurance, and baggage insurance. Corporate card benefits can change periodically with any corporate card carrier. Cornell University has no control over the benefits / features corporate card companies offer; and benefits / features can change at any time. Using a corporate card allows the user to segregate business related expenses from a personal card.

### **Use of the Card**

Although the corporate travel card is a personal liability, the cardholder's agreement with the financial institution requires that **purchases and cash advances be for *business-related expenses***. The card holder will be billed at their home address and is responsible for paying the bill in a timely manner. If you leave the university, the card will be canceled.

### **Use of the Card for NYS Tax-Exemption**

Under NY law (20 NYCRR 529.7), an employee cannot use a personal credit card along with Cornell tax exempt form - this is considered an impermissible use of our exemption and can give the state the grounds to revoke our sales tax exemption. Specifically, in NY, in order to use our exemption certificate: 1) Cornell must be the direct purchaser of record and the Cornell corporate card demonstrates this, 2) Cornell must pay the vendor directly (again, the use of the Cornell corporate card accomplishes this), and 3) we must give the vendor Cornell's exemption certificate. Where an employee makes a purchase on behalf of Cornell, Cornell can still be considered the purchaser of record, but only if both Cornell and the employee are identified on any bill/invoice.

### **Lost or Stolen Cards**

If a card is ever lost or stolen, it is essential that the cardholder contact the financial institution immediately, so that the account can be terminated. A new card, with a new account number, will be mailed to the cardholder.

Please view the most current card member benefits by visiting the website at <http://www.dfa.cornell.edu/supply/tools/creditcard/corporatecards/>

**Note:** Processing time for a new card is approximately three weeks. In some cases expedited processing can be requested, and the card sent overnight to campus to cut down on mail time.

### ***Personal Credit Card***

The use of a personal credit card is up to the cardholder in every aspect. However, as the University is ineligible to receive the NYS tax exemption when personal cards are used, the School will not be obligated to reimburse sales taxes paid by the cardholder. Further, the responsibility of the card and payment for all bills is up to the cardholder. In addition, the cardholder will need to submit a Travel Voucher/Project Information Sheet to receive reimbursement.

### **Steps in Using a Personal Credit Card:**

1. While traveling, the card can be used for lodging, meals, transportation, and other incidentals for business purposes.
2. Once the trip is completed, submit the Travel Voucher/Project Information Sheet (see page 18) with original receipts.
3. Wait for reimbursement.
4. Pay credit card bill when it arrives at your personal residence.

## **General Travel Information**

When booking travel always ask for the State/Government/Corporate rate.

When traveling in New York State, make sure you are not charged for sales tax, this is a non-reimbursable expense. Always bring a tax-exempt form to provide to vendors. Please note that an employee should only present the exemption form if paying with cash, corporate card, or direct billing to Cornell.

Note that you can choose to receive either a per diem for meals or submit receipts for reimbursement. You must select one method only, either all per diem or all receipts. For meals under \$75 non-itemized receipts are acceptable.

Traveler should always submit original receipts.



## Guide to Purchasing

<b>TYPE OF BUSINESS EXPENSE</b>	<b>PROCESSING METHOD</b>
Business Travel Expenses (Airfare, car rental, lodging, meals)	Corporate Credit Card, Personal Credit Card
Business Meals (not while on travel status)	Procurement Card
Business Meals (on travel status)	Corporate Credit Card, Personal Credit Card
Business Travel Advances	Cornell University Travel Advance Form – must be processed 5-6 weeks prior to travel
Non-Cornell staff travel reimbursements	Personal Credit Card, Cash, Check
Business expenses under \$500	Procurement Card
Various vendors over \$1,000 and all Independent Contractors/Caterers	Purchase Order/Contracts

## Travel Reimbursement Processing

The ILR School is considering ways to consolidate the processing of travel reimbursement requests, particularly in NYC. This is part of an overall streamlining process. So, it is possible in the next few months that all travel reimbursements will be centrally processed by the Outreach Finance Office in NYC and then forwarded on to the FTC for review.

## Dispute Resolution Process - for Reimbursement Requests that are Questioned or Rejected:

In cases where the traveler seeks pre-approval for a trip and the approval is not granted, when a part of a trip is questioned, or a reimbursement request is denied, the traveler should:

1. Discuss the rejection with the Fiscal Staff or the Financial Transaction Center Staff who reviewed the request to understand why the request was denied.
2. If unresolved at that level, the traveler should contact Wil Stringer, the Director of ILR Finance.
3. If unresolved at the ILR Finance level, the traveler should contact Joe Grasso, Associate Dean for Finance, Administration and Corporate Relations.
4. Finally, if unresolved at the Associate Dean level, the traveler should contact Harry Katz, Dean of the ILR School.

# Appendices

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*Travel Voucher/Project Information Sheet*

**Travel Voucher/Project Information Sheet**

**Name:**

**Dates of Program/Meeting/Training/Consulting:**

**Client:**

**Purpose (please provide a full written description):**

**Number of Participants:**

**Location:**

<b><u>Depart Date:</u></b>	<b><u>Depart Time:</u></b>	<b><u>Arrival Time:</u></b>
<b>Return Date:</b>	<b>Return Time:</b>	<b>Arrival Time:</b>

**Instructional Fee Charge:**

**Billing Information:**

**Meal per diem or receipts:**

**Personal Car Mileage:**

**State Car:**

**List of Expenses (attach receipts):**



New York State Department of Taxation and Finance  
**New York State and Local Sales and Use Tax**  
**Exempt Organization**  
**Exempt Purchase Certificate**

**ST-119.1**  
(2/04)

Single purchase certificate

Blanket certificate

Your exempt organization number is  
**not your federal employer**  
**identification number (see instructions).**

Exempt organization number (6-digit number  
 issued by the New York State Tax Department)

EX- 1 | 0 | 6 | 5 | 1 | 4

Name of seller			Name of exempt organization/purchaser		
			Cornell University		
Street address			Street address		
			341 Pine Tree Rd.		
City	State	ZIP code	City	State	ZIP code
			Ithaca	NY	14850

The exempt organization must be the direct purchaser and payer of record.  
 You may not use this form to purchase motor fuel or diesel motor fuel exempt from tax.  
 Representatives of governmental agencies or diplomatic missions may not use this form.  
 Carefully read the instructions and other information on the back of this document.

I certify that the organization named above holds a valid Form ST-119, *Exempt Organization Certificate*, and is exempt from New York State and local sales and use taxes on its purchases.

I also certify that the above statements are true and correct. I make these statements with the knowledge that knowingly making a false or fraudulent statement on this document is a misdemeanor under section 1817 of the New York State Tax Law and section 210.45 of the Penal Law, punishable by imprisonment for up to a year and a fine of up to \$10,000 for an individual or \$20,000 for a corporation. I understand that the Tax Department is authorized to investigate the validity of the exemption claimed or the accuracy of any information entered on this form.

Print or type name of officer of organization	Title
Stephen Golding	Executive Vice President
Signature of officer of organization	Date issued
	7/6/05

**Need help?**



**Internet access:** [www.nystax.gov](http://www.nystax.gov)  
 (for information, forms, and publications)



**Fax-on-demand forms:** Forms are  
 available 24 hours a day,  
 7 days a week. 1 800 748-3676



**Telephone assistance** is available from 8:00 A.M. to  
 5:00 P.M. (eastern time), Monday through Friday.

To order forms and publications: 1 800 462-8100

Business Tax Information Center: 1 800 972-1233

From areas outside the U.S. and  
 outside Canada: (518) 485-6800



**Hotline for the hearing and speech impaired:**  
 If you have access to a telecommunications device for the  
 deaf (TDD), contact us at 1 800 634-2110. If you do not  
 own a TDD, check with independent living centers or  
 community action programs to find out where machines are  
 available for public use.



**Persons with disabilities:** In compliance with the  
 Americans with Disabilities Act, we will ensure that our  
 lobbies, offices, meeting rooms, and other facilities are  
 accessible to persons with disabilities. If you have  
 questions about special accommodations for persons  
 with disabilities, please call 1 800 972-1233.



**If you need to write,** address your letter to:  
 NYS TAX DEPARTMENT  
 BUSINESS TAX INFORMATION CENTER  
 W A HARRIMAN CAMPUS  
 ALBANY NY 12227

*Procurement Card Expense Form*

Cornell University  
ILR School  
P-Card Expense Form

---

To: (P-Card Coord.):         V. Foster        

From: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Vendor: \_\_\_\_\_

Date of Charge: \_\_\_\_\_

Business Purpose: \_\_\_\_\_  
\_\_\_\_\_

Account to Charge:         5xx-xxxx        

Invoice Number: \_\_\_\_\_

Invoice Amount: \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_

Hotel Name:	Contact Info./Address	Arrangements w/ ILR Extension (NYC)
Hilton Garden Inn	<a href="http://www.hiltongardeninn.hilton.com">www.hiltongardeninn.hilton.com</a> 709 Eighth Avenue at 35 <sup>th</sup> Street New York, NY 10019 Tel: 212-594-3310	10% discount from best available rate (points available) <b>One Click URL:</b> <a href="https://secure3.hilton.com/en_US/gi/reservation/book.htm?ctyhocn=NYCTFGI&amp;corporateCode=N2621683">https://secure3.hilton.com/en_US/gi/reservation/book.htm?ctyhocn=NYCTFGI&amp;corporateCode=N2621683</a>  If making reservation by phone call central reservations department at <b>1-800-445-8667</b> and provide with: Corporate ID – N2621683, Hotel code - NYCTF
Avalon	<a href="http://www.avalonhotelnyc.com">www.avalonhotelnyc.com</a>  16 East 32nd Street (between 5th and Madison Avenues) New York, NY 10016 Tel: 212.299.7000 or 888.HI.Avalon	Negotiated Rates: <ul style="list-style-type: none"> <li>• 1/01-2/29/12 from \$179;</li> <li>• 3/01 – 4/30/12 from \$219</li> <li>• 5/01-5/31/12 from \$259</li> <li>• 6/01-8/31 from \$189</li> <li>• 9/01-12/31/12 from \$289</li> </ul>
Hotel Roger	<a href="http://www.therogernewyork.com">www.therogernewyork.com</a>  131 Madison Avenue at East 31st Street New York, NY 10016 Tel: 212.448.7000 or 888.448.7788	<b>Club 131 Program (in-house points system)</b>  20% discount from best available rate: 1/01 – 3/31; 15% discount from best available rate: 4/01 – 6/30; 20% discount from best available rate: 7/01 – 8/31; 10% discount from best available rate: 9/01 – 12/31;
Club Quarters — Midtown:	<a href="http://www.clubquarters.com">www.clubquarters.com</a>  40 West 45th Street (between 5th and 6th Avenues) New York, NY 10036 Tel: 212.354.6400—reservations by phone preferred	The password for Cornell University is: CORNELL UNIVERSITY. Staff log into <a href="http://www.clubquarters.com">www.clubquarters.com</a> and enter the password to view the discounted university rates.
Affinia Dumont	<a href="http://www.affinia.com">www.affinia.com</a>  150 East 34th Street and Lexington Avenue New York, NY 10016 Tel: 212.481.7600 or 1.866.246.2203	Cornell has an 11 – 12.5% discount from the best available rate.



## US Bank Corporate Travel Card Application

### Cornell applicants, please note:

- The US Bank Corporate Travel Card is a personal liability; cardholder is responsible for remitting payment directly to U.S. Bank for all charges to their card.
- The cardholder's agreement with U.S. Bank ("Commercial Card Cardholder Agreement") is available on Cornell's web pages at <http://www.dfa.cornell.edu/supply/tools/creditcard/corporatecards/index.cfm>; please read it.
- Other charts/brochures describing the card and its benefits are available on the web page listed above.
- If you are a frequent and/or international traveler you may wish to contact Credit Card Programs ([creditcards@cornell.edu](mailto:creditcards@cornell.edu) or 255-4548/5039) to discuss the purchasing limits on the card.

### Step 1: Applicant Information – all fields must be completed

_____			<u>CORNELL UNIVERSITY</u>	
First Name	Middle	Last	Organization Name	
_____			_____	
Home Address			Business Telephone	Home Telephone
_____			_____	_____ (7 characters)
Home Address – Line 2 (if needed)			BSC/FTC	Account from which applicant is paid
_____			_____	_____
City	State	Zip	Cornell Net ID	Cornell Employee ID#

**SSN/DOB NOTE:** U. S. Bank requires that the applicant's social security number and date of birth be submitted with this application. In order to avoid having this sensitive information displayed on this form, Credit Card Programs will obtain the applicant's SSN and DOB from Cornell's secure tax reporting database, without any additional requests going to the applicant.

### Step 2: Applicant Signature

I (the Applicant above) request that U. S. Bancorp ("U. S. Bank") consider my application for a U. S. Bank Commercial Card. By signing below, I certify that I have read and agree to the terms of the U.S. Bank Commercial Card Cardholder Agreement. I understand that U.S. Bank may change the terms of the Commercial Card Cardholder Agreement at any time in accordance with its terms.

\_\_\_\_\_  
Applicant Signature Date

### Step 3: Supervisor and Unit Approval

I agree that the individual named on this application is eligible to apply for a U. S. Bank card because his/her position at the university requires business travel at least once per year and/or he/she regularly hosts business meals.

\_\_\_\_\_  
Supervisor (print name and provide signature) Date

\_\_\_\_\_  
Unit Business Manager or Chair (print name and provide signature) Date

### Step 4: Send via campus mail to: Credit Card Programs, Supply Management Services, 395 Pine Tree Rd., Ste 330

*Do not write in the area below; this section will be completed by Credit Card Programs*

Processed by:

Date:

Authorization code:

Last update: 03/2012