Traveler's Instructions for Online Travel System

When first planning a trip you should submit the LASSP Trip Record. Indicate the dates of travel and source or payment for reimbursement of expenses. Give this form to Becky Jantz, Douglas Milton, or Connie Wright. This form must be kept in the Director’s office for 3 years.

Upon return from a trip, collect receipts you have received and begin your online travel reimbursement. Go to the online travel reimbursement web site: [http://www.dfa.cornell.edu/dfa/payments/essentials/travel/index.cfm](http://www.dfa.cornell.edu/dfa/payments/essentials/travel/index.cfm).

Select Start a New Trip

**Select yourself as the traveler.** You should list Becky Jantz raji8 / Douglas Milton dem8 / Connie Wright ceiw2 as the payment request preparer. If you are charging your trip against a CCMR account you should follow their instructions on how to enter your online travel.

**Accounting Instructions:** List the account(s) for the reimbursement in the account information space. You need to use the account number plus an object code to denote domestic travel or international travel. Example:
- U76-####-6100 (domestic)
- U76-####-6110 (international travel).

**Destination:** List the city and state or country for your trip.

**Travel Dates:** List the departure and return dates for your trip.

**Business Purpose:** Add the business purpose of your trip. Give the name of the conference or workshop, the city and state or country, and the dates of the trip. Do not abbreviate titles of meetings or conferences. This info is transferred to the payment request business purpose section.

**Meals:** Meal expenses can be handled with receipts or the per diem method. A one-day trip requires receipts for meals. If you choose the per diem method for longer trips you need to use it for the whole trip. Indicate the days you were on the business trip, and indicate if any dates were personal. Check off meals if there were any hosted meals or those provided by a conference registration. Use the domestic or international per diem rates in the links on the DFA web site. If you wish to claim less per diem than the maximums listed you can do a manual subtraction before leaving the meals expense section.

**Travel Advance:** Enter the amount of any travel advance taken before your trip.

**Additional Conditions:** If none of these conditions apply to you select Next Page.

**Expenses Requiring Receipts:** List receipts for hotel, airfare, rental cars or buses, taxis, tolls, parking, gas receipts for rental cars, meeting registration receipts, wireless charges and travel awards.

- Make sure all expenses are allowable. You can refer to Cornell University Travel Policy 3.2: [http://www.dfa.cornell.edu/dfa/treasurer/policyoffice/policies/volumes/finance/universitytravel.cfm](http://www.dfa.cornell.edu/dfa/treasurer/policyoffice/policies/volumes/finance/universitytravel.cfm).

You may also ask Becky Jantz, Douglas Milton, or Connie Wright.

**Hotels:** If you share a hotel room with two or more people, only one person should pay for the lodging. The other people can have their portion of the room cost charged against their reimbursement accounts during the payment request process. Add the names of all other people who share the hotel room in the **Comments Section.** You should make sure you receive an itemized hotel bill when checking out of your hotel.