LASSP Travel Reimbursement Guide

Be sure to read the University Travel Policy 3.2:
www.dfa.cornell.edu/dfa/treasurer/policyoffice/policies/volumes/finance/universitytravel.cfm

Before a trip get your supervisor’s approval.

Ground transportation (taxis, shuttles, limos, friends, family, etc.):
• Include a note for each leg of the trip with date, amount, and to/from (home/airport, airport/hotel, hotel/conference, conference/dinner, airport/home) – do this even if you are not requesting reimbursement for that leg.
• Bus, train, rental car require receipts.

Personal Cars
• The driver of a personal car should be the one to claim the mileage, tolls and parking on his/her travel reimbursement. Provide names of all occupants who share this transportation.

Rental Cars:
• Rental car receipt required as are all gas receipts.
• Required: Collision or Loss Damage Waiver (CDW or LDW); Liability Insurance (LI)
• Avoid the extras like Personal Effects or fuel service as they are not reimbursable.

Airfare:
• Airfare receipts must show payment method
• Receipts required for Baggage fees
• Use US Carriers where possible. Need help call AAA 1-800-954-7687.
  o See Foreign Flag Exemption Form for international trips on non-US carriers:
    www.dfa.cornell.edu/payments/essentials/travel/foreigntravel.cfm
• If you use business class or add personal days: Print out a comparison economy flight with no personal days at the same time as you make your actual flight. The print dates for comparison and actual flight must match when you submit for reimbursement.
• Show your Cornell ID at Ithaca airport for parking discount.

Hotel:
• Receipt showing arrival and departure date, breakdown of room and tax, and payment method
• Note if you had any meals at the hotel while you stayed there (i.e. if they provide breakfast)

Meals
• You can use per Diem or Receipt method (all one-day trips require Receipt method)
  • Per Diem rates see
    o Domestic rates (www.gsa.gov/portal/category/21287);
    o International rates (http://aoprals.state.gov/web920/per_diem.asp)
  • Let admins know if you want to use a lower rate
• Receipt method requires detailed slips showing all food, drink, tax, and tip.
• Indicate if any meals were provided by workshop or meeting.

Registration:
• Receipt should show date, cost, and payment method
• If a membership fee needs to be paid to attend a meeting please note that
• Attach a copy of the agenda and web site for the conference, meeting or workshop
Travel Awards:  
- Submit a print out of the e-mail notifying you of the award

Unallowable expenses
- Must be paid with a Department account such as unrestricted funds or faculty startup accounts  
- Remove unallowable expenses from the reimbursement if there are no Department funds to cover the expense.  
- Examples: Cancellation fees, Alcohol, Airfare upgrades.

Sharing Expenses
- For shared Hotel – if possible have the bill split and each person submit for reimbursement.  
- For shared Rental Car – one person should pay all expenses (car, gas, parking) and submit for reimbursement.  
- For shared Taxi – One person should pay.  
- *All shared expenses require a note* with each person’s name, their affiliation (if not Cornell), and what individual accounts to use.

International
- See [www.international.cornell.edu/international-travel](http://www.international.cornell.edu/international-travel)  
- Visa holders should consult with ISSO before travelling abroad. See [www.isso.cornell.edu/immigration/visas/docsfortravel.php](http://www.isso.cornell.edu/immigration/visas/docsfortravel.php)  
- Receipts need to show the currency paid in as well as date and payment method.

Receipts
- Original receipts required for airfare, lodging, bus, train, registration and Receipt method for meals  
- Receipts recommended, but not required, for incidentals under $75 (taxi, shuttle, subway)

Cash/Travel Advances
- Cornell policy is that if travelers do not have credit cards they are to request travel advances before their trip. Advances require the same documentation on return as reimbursement.

Prepaid Expenses
- Airfare purchased through AAA and meeting registration may be prepaid.

Direct Deposit
- For faster receipt of payment, direct deposit of travel reimbursements is avail by signing up at [http://www.dfa.cornell.edu/payments/processing/reimbursements/ach.cfm](http://www.dfa.cornell.edu/payments/processing/reimbursements/ach.cfm)

Sample Notes (these would be submitted along with the Reimbursement Form and original receipts)

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/2/14</td>
<td>Home to Ithaca airport – dropped off. No reimbursement requested</td>
</tr>
<tr>
<td></td>
<td>Flight to Denver – did not eat lunch provided by airline as it did not meet dietary restrictions</td>
</tr>
<tr>
<td></td>
<td>Taxi from Denver airport to hotel – shared ride with John Doe (John’s account is U769999)</td>
</tr>
<tr>
<td>3/3-3/7</td>
<td>Hotel – shared room with John Doe. All expenses were charged to me.</td>
</tr>
<tr>
<td></td>
<td>Breakfast provided at conference</td>
</tr>
<tr>
<td></td>
<td>Dinner provided on 3/6</td>
</tr>
<tr>
<td></td>
<td>Hotel to Conference and back – used bus pass – see receipts</td>
</tr>
<tr>
<td>3/8</td>
<td>Taxi from hotel to Denver airport – paid for half the bill - shared taxi with Paul Purdue (Paul’s from Purdue Univ. and paid the other half)</td>
</tr>
<tr>
<td></td>
<td>Flight back to Ithaca – no meal provided by airline</td>
</tr>
<tr>
<td></td>
<td>Taxi from Ithaca airport to home</td>
</tr>
</tbody>
</table>