**Travel Guidelines & Resources for CLASSE Travelers**

**August 2019**

If you will be doing any Laboratory business travel, it is important that you read the following information as well as University Travel Policy 3.2:

 <https://www.dfa.cornell.edu/tools-library/policies/travel-expenses>

Cornell is migrating to Concur for all travel related activities. Please familiarize yourself at this link: <https://blogs.cornell.edu/travel/training-and-guides/>

When planning a business trip, secure your supervisor’s approval and the project manager’s approval prior to making any travel arrangements. Complete and submit a **Trip Record Form** prior toyour departure. This form can be obtained at the Newman or Wilson business office or on-line at: <http://www.lepp.cornell.edu/Resources/AdministrativeResources.html>. See travel section on webpage.

You will not be reimbursed for your trip if the Trip Record Form has not been submitted with all the appropriate signatures/approvals.

When combining personal travel with business travel, the University will only reimburse the business portion of a trip. **You must provide a priced coach airfare quote that meets the direct business need** and your actual priced airfare itinerary (which includes the personal travel). You will be reimbursed for the lesser of the two airfares.

When leaving from other than a local airport (Ithaca, Syracuse, Binghamton, Elmira or Rochester [from JFK, Newark or LaGuardia for international flights only{when traveling to the airport on the Cornell Bus}]), you will be reimbursed for the most cost effective travel, which includes the airfare, the cost of transportation to and from the airport, additional lodging, etc. **You must provide the priced coach airfare quote to verify the cost of travel from a local airport.**

**Airline Reservations:**

When making air travel reservations, a department account can be direct charged. The CLASSE administrative assistants (in Wilson, Newman, and the PSB) can assist with the reservation request. *Reservations will not be processed without prior approvals from the supervisor and respective project manager via the Trip Record Form.*

**Be aware that our funding agreements require that all airfare (both foreign and domestic) be on a US Carrier. Price does not play a factor in this requirement.**  There are few acceptable exceptions to this requirement. They are detailed on the **Foreign Flag Carrier Approval Exemption Certification Form:** [**https://www.dfa.cornell.edu/tools-library/forms/foreign-flag-carrier-approval-exemption-certification-form**](https://www.dfa.cornell.edu/tools-library/forms/foreign-flag-carrier-approval-exemption-certification-form)

This signed and completed form must accompany any request for reimbursement of airfare using a foreign carrier.

**Tompkins Regional Airport Parking:**

You can obtain Cornell’s parking discount for official business travel at the Tompkins Regional Airport by swiping your Cornell ID at the long-term parking lot.

**Cash/Travel Advance (if needed):**

Travelers should obtain cash for travel using their Corporate US Bank Visa (Travel & Meal) card at an ATM. A PIN number is required. Contact US Bank Customer Service at 800-344-5696 to select your PIN. Cornell will reimburse reasonable ATM fees when cash is required for University business travel.

For travelers who do not have a US Bank Card, complete the travel advance form found at: <https://www.dfa.cornell.edu/tools-library/forms/travel-advance-request>

Submit the completed form to the Wilson Business Office for processing. It typically takes **10-12 days for processing**. Please plan accordingly, as we are unable to obtain checks sooner than this timeline.

**Corporate Credit Card:**

If you will be a frequent business traveler and would prefer to use a Corporate Credit Card for expenses, please see Bill Franklin in 305 Wilson Lab for an application. The card is billed directly to the individual (not to Cornell or to the Lab). *Note: The Corporate Card does not eliminate the need to file a Travel Reimbursement. It does, however, allow two billing cycles before interest is charged on a balance (providing the traveler with extra time to file for reimbursement.)*

**International Travel:**

**For the most current information, please see Cornell University, The International Gateway found at:** [**https://global.cornell.edu/international-travel-0**](https://global.cornell.edu/international-travel-0)

If foreign travel exceeds one week, the IRS requires evidence that business activities constituted at least 75% of the total time away from home. The traveler should document the daily business activities.

**TRAVEL REGISTRY IS NOW MANDATORY FOR ALL STAFF MEMBERS, ALL STUDENTS AND THOSE FACULTY TRAVELING WITH STUDENTS.**

[**https://travelregistry.cornell.edu/**](https://travelregistry.cornell.edu/)

**Visa holders must contact the University’s International Students and Scholars Office to review any special requirements/situations that you need to be aware of and prepare for based on your visa status.** In the event there is a risk you may be detained when trying to re-enter the U.S., you need to plan accordingly, as the Laboratory will not pay salary to an employee who is detained beyond the business travel and/or approved vacation period.

Any questions that are not answered on the website should be directed to the Office of Risk Management at 254-1575 or risk\_mgmt@cornell.edu or in person at 395 Pine Tree Road, Suite 220.

**Lodging:**

**An Itemized Folio is required. When the hotel reservation is prepaid (e.g. purchased from Priceline, Travelocity, etc.) you must provide a receipt from the actual hotel you stayed at, even if $0**. This receipt provides evidence that you used the hotel reservation.

**Meals:**

Cornell reimburses traveler’s meals that are not otherwise paid for or provided using the per diem method only. The university will reimburse using the U.S. General Services Administration’s published list of per diem rates set by the federal government and available at <http://www.gsa.gov/portal/category/100120> (the column titled M&IE provides the daily meal per diem rate).

If actual meal expenses are less than the daily per diem, we ask that the traveler claim the estimated amount spent to save funds for future travelers (use the *manual per diem adjustment tool* when completing the Travel Reimbursement Request).

**Note: You are required to use the receipt method if there is no overnight stay involved in the travel.** Expenses for same-day travel must be submitted for reimbursement using actual itemized receipts, up to the amount of the per diem.

**Registration Fees:**

If there is a need to **prepay a conference or workshop registration fee,** please see Christina Rice or Kaylyn Slater in 305 Wilson. These expenses can usually be processed directly by the department, eliminating the need for reimbursement by the traveler. *Registration fees will not be processed without prior approvals from the supervisor and respective project manager via the Trip Record Form.*

**Rental Cars:**

The university has a preferred supplier agreement that designates **Hertz** the **primary vendor** for all local, nationwide, and international rentals. Therefore, you should use Hertz whenever possible. **NOTE:** (Our local airport Hertz agent honors all Cornell rates and coverage’s, but does not participate in the Hertz Gold Plan like at larger airports). **Enterprise** has been designated as a **secondary vendor** for upstate New York.

When renting from any of these companies, you’ll need the New York State Tax Exempt Certificate for in state rentals and the Corporate I.D. number for all rentals:

 Hertz Corporation 17564

 Enterprise Rent-A-Car XZ29019

 National Car Rental XZ29019

By supplying the rental agent with the **Corporate I.D. number** you **will** **be** **provide**d with **Collision or Loss Damage Waiver** (CDW or LDW) **insurance** at no additional cost for domestic rentals. **If** you will **not receive** this coverage from the rental company, as in the case of some international rentals or a non-participating Hertz licensee, **YOU MUST PURCHASE THIS COVERAGE**. This expense is reimbursable. *NOTE: For domestic rentals, Diners Club no longer provides primary coverage for CDW/LDW.*

Liability 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) and Personal Effects Insurance (PEI) are not reimbursable.

**Fleet Services:**

Cornell University Fleet Services now offers a rental program to Cornell community members conducting official university business. Detailed information and rental rates are located on at <http://www.fleet.cornell.edu>. To speak to a Fleet Service representative, call 255-3247 or e-mail to fleet@cornell.edu.

**Partial Reimbursement:**

If your expenses are partially covered by another organization, Cornell will accept copies of receipts in place of originals. When submitting the Cornell reimbursement request you must include the name of the organization that is providing the partial reimbursement, what travel expenses are being reimbursed, and the dollar amount being reimbursed. Ideally, you should include something in writing from the other organization.

When traveling within New York State remember that Cornell is exempt from state taxes. Please obtain a NYS Tax Exempt Certificate Form from the business office staff prior to making any expenditure within New York State (lodging, meals, etc.).

**Except in extenuating circumstances, all travel reimbursements requests must be submitted within 30 days of the completion of travel.**

**Note:** If extenuating circumstances are approved for late submission of a travel reimbursement exceeding six months from completion of the travel, the full reimbursement will be considered taxable income to the traveler and reported to the IRS. Approval by the dean, vice president, vice provost or designee is required for all submissions exceeding six months.