

Travel

<https://policy.cornell.edu/policy-library/travel-expenses>

Domestic Travel

International Travel

T&M (Travel & Meal Card)

Travel Advances

Concur



Informative FAQs

- Cornell University funds may be used for ordinary, reasonable, and necessary business-related travel expenses incurred in furtherance of the university's missions. The university expects its faculty and staff members to consider costs, efficiency, economics, value, and necessity when traveling on behalf of the university.
- Cornell expects travelers to use economical means of travel and lodging that meet business needs while also being mindful of safety risks to the traveler or group and the environmental impacts of travel.
- You are expected to use the lowest economy airfare that meets your business needs. **(Please contact Kelly/Theresa/Carol BEFORE booking any airfare beyond the basic economy listings).**
 - Premium travel and luxury accommodations are highly discouraged. Because business or first-class upgrades are beyond the concept of “business need,” you can only upgrade to premium class (e.g., economy plus, business class, first class, etc.) at your own expense using your own means of payment or your frequent-flyer miles (which are not reimbursable by the university). You can only be reimbursed for the cost of a coach flight unless you meet certain requirements. Must also obtain pre-approval for upgrade reimbursements.
 - If any flight segment has a scheduled in-air flight time exceeding six hours.
 - If flights require circuitous service and the total scheduled in-air flight time exceeds eight hours.
 - You have a medical justification that is documented by a recognized medical provider
 - When you book premium class, you must get pricing information (comparison) for the same flight at the coach rate at the time of purchase so that you can be reimbursed for that portion of the costs.
 - Any costs in excess of basic economy must be charged to discretionary (unrestricted) funds.
- Gifts in lieu of housing when staying at private residences are not reimbursable.
- If you are a regular, fully remote employee traveling to campus either to perform the required responsibilities of your position (e.g., you must be onsite to address a periodic audit) or if you choose to travel to campus for any reason, you will not be reimbursed regardless of circumstances.
- If you are a regular, fully remote employee and your college or unit requires you to travel to campus for purposes other than performing responsibilities of your position (e.g., team building, new hire orientation, unit all-staff gathering, attending leadership training), you will be reimbursed under certain conditions.
 - Single-Day travel to Campus (You live more than 100 miles from the home campus); You do not exceed 4 visits and 35 days total time on campus per calendar year.
 - Multiple-Day travel to Campus (You are required to travel to campus over multiple contiguous days for purposes other than performing responsibilities and you live 50 miles or more from campus)
 - [Taxability of Employee Travel to Campus](#)

Informative FAQs

- When traveling on federal funds and other sponsored awards, travelers must follow the procedures for traveling on sponsored funds found on the [Sponsor Travel](#) website in addition to the requirements provided by the Sponsor and associated procedures [Fly America Act](#).
 - Fly America does include code sharing (U.S Carrier has an arrangement for carriage on an aircraft of a foreign carrier). For example, a traveler can use the code sharing by booking a flight through a U.S. Carrier such as Delta and flying on a Korean Air aircraft due to their code sharing agreement).
- Rental Car - You are expected to use the lowest economy rental car that meets your business needs. Necessary and reasonable rental car costs will be reimbursed. You can also use university-owned vehicles where applicable.
 - When booking with a preferred vendor for rental cars, insurance coverage is already included in cost rates.
 - Non-Preferred vendors you must obtain the following insurance coverages: Collision or Loss Damage Waiver and Liability Insurance. All other additional insurances are not allowable nor reimbursable by Cornell
 - Unallowable Car rental upgrades: GPS, Satellite radio, duplicate or personal insurance, roadside assistance
 - <https://finance.cornell.edu/travel/booking/ground/car-rentals>
- Be sure to check required travel documents/VISA/Enhanced License requirements/ETAs/Vaccinations, etc. **before** traveling to ensure you've met the entry requirements for your destination.
- Travel expense reports submitted 60 calendar days or more after the travel end date will be taxable. Require approval by Associate Dean for Finance and Administration (Dave Howe).
 - This does not include time spent in any approver queue. For example, if you submit your expense report at day 55 and it takes the approver another 15 days to approve (it is not taxable to the traveler). If the traveler submits at day 55 and then that expense report is sent back to the traveler for issues, if the traveler has that report for 10 days then it does become taxable to the traveler.
- After 365 days, travel out-of-pocket expenses will **not** be reimbursed, and all University-prepaid expenses and T&M card charges will be taxable. Expense reports still must be submitted.
- Travel costs incurred should be tax-exempt if able. Please reach out if you need a paper tax-exemption form.
- Travel Disruption: You may be reimbursed for reasonable, allowable costs, resulting from travel disruption outside your control such as inclement weather, but if the carriers or other vendors offer refunds, meals, lodging, or transportation, you must use these before claiming such expenses. You must not claim reimbursement for expenses covered by the carrier or travel vendor. These costs may not be allowable on sponsored awards.

Concur

- <https://concur.cornell.edu>
- Concur is Cornell University's travel expense system
- All paid/appointed Cornell Faculty, Staff, and Students must use Concur to submit/clear their travel expenses, seek reimbursement and/or request travel advances
- Travel accommodations (airfare, hotel, etc.) can be booked within the Concur travel system
- Please be sure to establish your Administrative support staff within the following roles in your concur profile: Travel Arranger AND Expense Delegate.
- **Process**
 - Traveler OR Administrative Support Staff creates the expense report in concur
 - All itemized expense receipts/proof of payment must be provided as supporting documentation
 - If attending a Conference or Meeting, agendas are required as supporting documentation
 - Administrative Support Staff will notify you once the travel expense report is ready for review/your final submission. Travelers must review and click the submit report button (Administrative Support Staff cannot do it on your behalf).
- Travel Advances through Concur must be created and submitted by the individual seeking the advance. Administrative Support Staff cannot complete/submit on your behalf.
- Please be sure to acknowledge automated emails from concur alerting you of transactions that need to be cleared/reviewed in a timely manner.

T&M (Travel and Meal) Card

- A “travel and meal card” also known as the T&M card, is a University liability credit card that is issued in an employee’s name.
- Card Eligibility
 - All Cornell faculty and staff members who have not incurred a write-off (i.e., reached 180 days past due) in the past five years on a personal-liability corporate travel card are eligible to apply for a T&M card if their position requires any of the following:
 - Business Travel at least twice per year
 - Booking Visitor Travel
 - Hosting Business Meals
- ALL Faculty within DCS will be required to obtain a T&M card (must travel at least 2 or more times per year). If the Faculty wishes to not proceed with a T&M card issued in their name, then they are not eligible for a travel advance and must pay out-of-pocket for all travel related costs and seek reimbursement within 60 days.
- It is highly recommended to NOT use your T&M card to purchase meals while on travel status (exception of hosted meals). Travelers will be allotted meal per diem in the area in which they travel to (minus any provided meals). If the traveler buys meals on their T&M card and spends more than the allotted meal per diem allowability, they will be required to refund Cornell for the overage.
 - Business and hosted meals while in travel status are reimbursed/paid at up to 100%, including tax and tip of the daily per diem rate per person for the location. For example, suppose you host a business meal for five people, including you, in New York, NY, where the total daily per diem rate is \$79 per person. In that case, your total reimbursement cannot exceed \$395. List of guests/attendees must be provided.
- Charges to the T&M card are automatically uploaded to the University’s travel expense system (Concur).
- Examples of allowable costs
 - Conference Registration Fees
 - Airfare (Most economical)
 - Baggage
 - Lodging
 - Transportation Costs
- Examples of unallowable costs
 - Chartered Transportation
 - Purchasing goods and services
 - Personal Purchases
 - Cash Advances
 - Event space or catering

Travel Advances

- Under certain limited circumstances, Cornell provides advances to faculty, staff, and students in anticipation of travel expenses.
- Travel advances, including pre-travel reimbursements, are limited to circumstances when:
 - (1) you are expected to endure financial hardship if you paid the expenses out-of-pocket
 - (2) the expense could not have been paid for by any other means (Direct payment by the University or T&M Card).
- **Advances cannot be submitted until 30 days prior to the trip occurring**
- Paid/Appointed faculty, staff and students must submit a request via Cornell's travel system (Concur) for a travel advance.
- Non-appointed students must submit a travel advance using the Travel Advance Form (<https://finance.cornell.edu/sites/default/files/travel-advance.pdf>). For DCS related advances, the form must be reviewed and signed by Carol Merkur.
- Upon return from your trip, you must submit all itemized travel receipts to clear the travel advance in which you received within 60 days.
 - If you incurred additional costs over the originally given amount, you shall receive an additional reimbursement dependent on available funding.
 - If you did not spend all advanced funds on related travel costs, you must still submit all travel related itemized receipts and any remaining advance amount must be paid back to Cornell University.
- **Advances will be taxable in the following situations:**
 - The advance is provided more than 30 days before the date you reasonably expect to incur the associated expense for Cornell University.
 - You do not return the entire unsubstantiated advance within 120 days of receiving it.

Domestic Travel

- Expenditures for domestic travel that the university considers to be travel among the fifty states, its possessions, or its territories.
- Must use the most economical form of transportation to/from destination.
 - You are expected to take the flight from the home institution (your home campus) on the most direct or cost-effective flight to the closest or most cost-effective airport where the official business will take place.
- Travelers are allotted 1 travel day at the beginning and end of their business function.
- Costs shall be paid on your issued T&M (Travel and Meal) card or must be paid personally and seek a reimbursement upon your return to Ithaca within 60 days from the day of your return.
- Travelers will be allotted meal per diem in the area in which they travel to (Minus any meals provided to them). First and last day of travel is limited to 75% of the daily per diem.
- Lodging (Cornell does not use per diem rates for lodging) – You are expected to choose lodging accommodations that are reasonably priced at a single-occupancy rate unless you can prove the price is competitive. Costs for luxury hotels will not be reimbursed.
 - Private residences – You will not be reimbursed for staying at a private residence, your personal or family-owned residence.
 - **E-Commerce Lodging and Safety Considerations:** While e-commerce accommodation services such as Airbnb are not considered private residences under this policy, Cornell **strongly discourages** using Airbnb or other similar services due to the potential risks to the traveler, specifically related to fraud, fire protection, and physical assault.
 - If you choose to stay in an e-commerce accommodation, you do so at your own risk. **You must not book a stay at an e-commerce accommodation on behalf of another individual or group** because you cannot accept that risk on another person's or group's behalf.
 - Example – A group of Cornell students cannot book an Airbnb because the one individual booking/paying cannot accept that risk for the other students. No more than 1 Cornell individual can stay per Airbnb booking
- Local/Single-Day Business Travel (Travel takes place within 24 hours and no overnight stay occurs. Reasonable transportation expenses will be reimbursed). Local travel can be pre-paid or reimbursed when it exceeds your normal commuting distance, or you use a different method of travel than you usually use. [Local and Single Day Travel](#)

International Travel

- Travel outside of the United States, its possessions, and territories. In the case of sponsored projects, international travel may be defined in award documents.
- <https://policy.cornell.edu/policy-library/risk-management-international-travel>
- International Travel Registry ID – **Beginning Nov 1, 2024, All faculty, staff members and students must register their international travel plans on the Cornell Travel Registry. International travel that is not preregistered will be classified as non-authorized and business-related travel expenses will not be reimbursed.** If traveling to an elevated-risk destination and required to do so, you must complete the International Travel Advisory and Response Team (ITART – International Travel Advisory and Response Team) petition.
 - <https://travelregistry.cornell.edu>
 - International travel registry ID (email confirmation) must be included in your Concur expense report and/or any travel advances if requested.
 - Cornell University has entered into contracts with vendors that provide accident and sickness health insurance (non-routine and not ongoing care), medical evacuation, political/security/natural disaster evacuation, repatriation, and a variety of other travel-support services while a traveler is traveling internationally, at least in part, on Cornell travel. Faculty, staff, and students traveling on Cornell travel are eligible for coverage through Cornell's vendors at no cost to them or the sponsoring unit. If a traveler requires additional coverage, it is the traveler's responsibility to seek out and purchase such at their own expense.
 - Restrictions on Physical Items – When leaving the country, everything taken is an export, including devices, software, and data. Please be advised you may need to complete a TMP Exception Letter (<https://researchservices.cornell.edu/resources/export-controls-and-international-travel>)
- Be sure to check required travel documents/VISA/Enhanced License requirements/ETAs/Vaccinations, etc. before traveling to ensure you've met the entry requirements for your destination.
 - Starting January 8, 2025, U.S. citizens, Canadians, and non-European travelers must get an Electronic Travel Authorization (ETA) to enter or travel through the United Kingdom. European citizens and visa-exempt travelers must have an ETA starting April 2. Only British and Irish citizens are excluded from this requirement.
 - Apply using the online application or the UK ETA app. Visit Apply for an ETA for further instructions. Cost = \$10 and is reimbursable
- If you are traveling on federal funds or other sponsored funds, you must use U.S. Flag carriers – even when foreign carriers are cheaper or provide preferred routing, are more convenient, or are part of frequent-flyer agreements such as Star Alliance. (Few Exceptions Apply)
- Traveler is allowed 2 travel days at the beginning and end of the business trip.
- If costs are paid via T&M card, exchange rate will automatically be adjusted into USD. If expenses are paid out of pocket, rate will be calculated based on the exchange rate on the date listed on the itemized receipt.
- Travelers will be allotted meal per diem in the area in which they travel to (Minus any meals provided to them). First and last day of travel is limited to 75% of the daily per diem.
- Lodging (Cornell does not use per diem rates for lodging) – You are expected to choose lodging accommodations that are reasonably priced at a single-occupancy rate unless you can prove the price is competitive. Costs for luxury hotels will not be reimbursed.
- Not all Sponsors allow foreign travel. Please contact Department (Theresa/Kelly) **BEFORE** booking travel not in the original budget when using sponsored funds.

Non-Reimbursable Expenses

- Air travel related
 - Airline upgrades (unless previously approved)
 - Frequent-flyer miles or tickets purchased with these
 - Lost/damaged luggage
 - Preferred boarding fees/TSA Pre-check
- Ground or Other Transportation Related
 - Bike, scooter, charter buses, limousines, black-car or private car services
 - Gas or expenses incurred by another person
 - You cannot be reimbursed for mileage if someone takes and picks you up from the airport even in the case that the traveler owns the vehicle. To be reimbursed for mileage, you must drive yourself to/from the destination.
 - Loss, theft, or damage of personal vehicles
 - Parking or traffic violation tickets
 - Personal or rental car repairs, maintenance or locksmith charges
 - RV or campground rentals, water sports equipment or rentals
- Insurances
 - Non-compulsory health insurance coverage
 - Personal accident or property insurance
 - Personal vehicle insurance
 - Travel or baggage insurance
 - Trip cancellation insurance
- Personal expenses
 - Babysitting or childcare costs
 - Clothing, luggage, or personal items
 - Credit card delinquency fees, finance charges or annual fees
 - Damage to personal property
 - Dues for airline/Cornell Club or social club memberships
 - Entertainment for yourself
 - Family or companion travel expenses (Unless previously approved by Dean)
 - Grooming
 - Gifts in lieu
 - House swapping
 - Loss/Theft of personal property
 - Petcare or kennel fees
 - Conference add-ons (Fun runs, Yoga, Galas, etc.)

Frequently Asked Questions

- **Can I use/book an Airbnb?**

- **E-Commerce Lodging and Safety Considerations:** While e-commerce accommodation services such as Airbnb are not considered private residences under this policy, Cornell **strongly discourages** using Airbnb or other similar services due to the potential risks to the traveler, specifically related to fraud, fire protection, and physical assault.
 - If you choose to stay in an e-commerce accommodation, you do so at your own risk.
 - **You must not book a stay at an e-commerce accommodation on behalf of another individual or group** because you cannot accept that risk on another person's or group's behalf.
 - Example – A group of Cornell students cannot book an Airbnb because the one individual booking/paying cannot accept that risk for the other students. No more than 1 Cornell individual can stay per Airbnb booking
 - Please note, if an Airbnb is chosen to accommodate additional guests/family members, a comparison quote for a single occupancy hotel must be provided. The lowest quoted lodging expense will be used as the allowable lodging costs.

- **What is the current turn around time for reimbursements?**

- 15 processing days

- **Can I include personal travel with business travel?**

- Yes, you may incorporate them together. Before booking, you **must** obtain a comparison flight directly to/from the business event. The comparison flight will provide indication of the cost directly to/from the business event versus the flight that contains your personal time. You will be reimbursed for which ever cost is the lowest.
- You cannot be reimbursed for any other costs incurred on your personal days (food expenses, hotels, transportation, etc.)

- **How to add Frequent Flyer Information into Concur Profile**

- Settings – Personal Information
- Frequent – Traveler Programs
- Add a Program
 - Then select carrier and add #

Questions

Please Contact

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