

TRAVEL FAQS

[HTTPS://POLICY.CORNELL.EDU/POLICY-LIBRARY/TRAVEL-EXPENSES](https://policy.cornell.edu/policy-library/travel-expenses)

QUICK REMINDERS

- Please contact Carol Merkur prior to booking/traveling for approval.
 - Please include:
 - Business purpose - Please be sure the business purposes are descriptive, complete, and shows how the travel benefits the funding source.
 - Dates of travel
 - Location
 - Funding source (account number)
- Dependent on funding source, sponsors may have further restrictions. Please reach out to Theresa/Kelly prior to traveling on sponsored funding to ensure policy compliance.

GENERAL TRAVEL OVERVIEW

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.

- When we think of travel, we think of the 3 basic expenses:
 1. Transportation: How did you get to/from the business event?
 2. Lodging: Where did you stay during the duration of the event?
 3. Meals: Were meals provided to you or will per diem be necessary?
- Other added expenses can include registration fees, taxi/uber expenses, hosted meals, etc.
- All travels are not ordinary/basic. Please contact us in advance prior to booking travel if your travel may include:
 1. Personal travel time
 2. Upgrade need for airfare
 3. International Travel
 4. Desired use of lodging beyond a basic hotel

INTERNATIONAL TRAVEL

- International Travel Registry ID – **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>
- 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>)
- Not all Sponsors allow foreign travel. Please contact Department (Theresa/Kelly) **BEFORE** booking travel not in the original budget when using sponsored funds.
 - Fly America Act
- Travel registry is for use only while on Cornell travel status.
 - <https://global.cornell.edu/travel/international-travel-registry-guide/personal-travel>

AIRBNB

****PLEASE CONTACT THE DEPARTMENT (CAROL, THERESA AND/OR KELLY) PRIOR TO BOOKING ANY AIRBNB.**

- 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 pay personally** for the e-commerce accommodation and then seek reimbursement via an itemized receipt. E-commerce accommodations **cannot be paid using any Cornell payment method** (Administrative assistants nor T&M cards).
- Cost savings alone is not a justifiable purpose for the desire of an Airbnb.
- Without prior approval, 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.
 - Booking Cornell-related business where the individual booking and paying for the stay is accompanied by additional Cornell guests must be approved by the Dean and then by the SSC Comptroller for allowability. This approval process can take 1-2 weeks and is not guaranteed.
 - If an Airbnb is approved, a comparison quote for a single occupancy hotel must be provided. The lowest quoted lodging expense will be used as the allowable lodging costs.
 - If choosing to stay at an E-Commerce residence creates additional expenses (such as the need for a rental car or excess Uber/Taxi costs) vs. choosing to stay at the Conference hotel, those additional expenses are not reimbursable.

RENTAL CARS

<https://finance.cornell.edu/travel/booking/ground/car-rentals>

- 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 (Admins can help book fleet vehicles and/or campus to campus buses).
- Using Concur to book your travel** ensures you're receiving Cornell's negotiated rates with preferred vendors and contract privileges, such as insurance. See Preferred Vendors below. **If you book outside of Concur**, you must use the applicable business travel code in the **Preferred Vendors table below** to obtain negotiated rates. Insurance coverage is included in the preferred vendor rates.
- If you choose a non-preferred vendor to for car rentals**, you must obtain the following insurance coverages, which are reimbursable:
 - Collision or Loss Damage Waiver
 - Liability Insurance

Supplier	Procurement Method	Business Travel Code	Personal Travel Code	Mileage Limits	Loss Damage Waiver (LDW) Deductible
Avis Car Rental	Corporate or personal credit card	A160400* 12-passenger vans: A160402	A160490*	Corporate rentals: Unlimited mileage, except for one-way rentals	\$0.00
Budget Rent A Car	Corporate or personal credit card	T413000* 12-passenger vans: T413002	T413090*	Corporate rentals: Unlimited mileage, except for one-way rentals	\$0.00
Budget Truck Rental	Corporate or personal credit card, purchase order	Purchase order: 56000251099 Credit card order: 56000228039		\$.14 per mile	\$500.00
Cornell Fleet Services	Department charge				
Enterprise Rent-A-Car	Corporate or personal credit card	XZ29019	P87521	Unlimited mileage, except for one-way rentals	
Hertz Corporation	Corporate or personal credit card	17564*	17564*	Unlimited mileage, except for one-way rentals	
National Car Rental	Corporate or personal credit card	XZ29019	P87521	Unlimited mileage, except for one-way rentals	

*Please specify whether your rental is for business or personal use.

TRAVEL AND MEAL “T&M” CARD

WHILE ON TRAVEL STATUS

- Lodging
- Transportation (airfare, ground)
- Baggage fees
- Registration fees
- DO NOT USE FOR MEALS (You will be provided meal per diem instead)
 - Exception would be a hosted business meal (group dinner including Cornell and non-Cornell individuals)

LOCAL USAGE

- Group, business, and hosted meals (must be locally and not in travel status)
 - Must have a Cornell business need
 - Can include Cornell and non-Cornell individuals
 - Must obtain itemized receipt
 - Must provide list of attendees
 - CANNOT BE USED FOR HIRING CATERERS OR RENTING EVENT SPACES

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, personal items, loss/theft of personal property
 - 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 (Conference add-ons: Fun runs, Yoga, Galas, etc.)
 - Family or companion travel expenses (Unless previously approved by Dean)
 - Grooming
 - Gifts in lieu or house swapping
 - Petcare or kennel fees

QUESTIONS

PLEASE CONTACT

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