Payment Options for Business Travel

All Cornell business travelers are required to comply with university policies, including but not limited to University Policy 3.2, Travel Expenses and University Policy 3.14, Business Expenses. Travelers should familiarize themselves with these policies before planning and commencing travel for the university.

Cornell employees whose job requires them to travel may be eligible for a Travel and Meal card. This is a corporate liability credit card with no annual fee. For more information on the benefits of the travel and meal card and the application process, please review Section 350, Travel and Meal Cards Introduction and Section 351, Travel and Meal Cards Responsibilities.

Employees who travel on university business may be eligible to obtain a university cash advance. See University Policy 3.21, Advances, for further details.

Reimbursement

Cornell business travelers generally pay their travel expenses using their travel and meal (T&M) card or personal funds. Charges to the T&M card are automatically uploaded to Concur. Travelers will complete a Concur expense report within 30 business days of return from travel. Personal payment followed by reimbursement is not the appropriate payment method of procurement of goods and services.

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To streamline the payment of business travel expenses and reduce the instances where an advance is required, the University will pay directly for certain travel expenses. See below for a summary of payment options for travel-related expenses.

- Airfare – Use your T&M card or contact your BSC. Groups of three or more employees and visitors/guests have additional payment options; contact your BSC to discuss. See the Travel Portal at travel.cornell.edu for links to authorized travel agencies and further details about making reservations.

- Bus, campus to campus - Transportation between Ithaca and the New York City campus (Weill Cornell Medical College) can be reserved and directly billed to a university account through the Transportation and Mail Services website at www.c2cbus.com/.

- Bus, chartered – A purchase order is required. Buses chartered for groups require proof of insurance and a contract and must not be paid for by an individual traveler; contact your BSC. Charter buses and limousines for 9 or more passengers are not eligible for procurement card or travel and meal card use.

- Bus/Amtrak, individual – Use your T&M card; direct billing is not available for individual employee travelers for bus or Amtrak transportation. For groups of three or more or for visitors/guests of the university, contact your BSC.

- Conference registration fees – Use a procurement card or a T&M card for these fees.

- Hotel Room Block – a set of hotel rooms that has been set aside for a group or event at an agreed upon nightly rate and usually with a minimum usage requirement. A deposit is typically required in advance to hold the room block and may be paid on a travel and meal card or a BSC procurement card.

**Caution:** Invoices that include meeting rooms or other spaces for events, and/or catering require a contract and are NOT allowed to be paid via DV. See section 700, Paying for Services.

- Limousine/Car service - A car service, for less than 9 total passengers, is eligible for T&M card payment.
• Lodging – Direct billing for lodging is available for a limited number of hotels, primarily in Ithaca and New York City. See the Travel Portal at travel.cornell.edu for the most up-to-date listing of hotels. For groups of three or more or for visitors/guests of the university, contact your BSC to discuss.

• Rental Cars – Use your T&M card. No method of direct billing is available for rental cars.