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, University Travel 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 are eligible to apply for a Corporate Travel Card. This is a personal liability credit card with no annual fee. For more information on the benefits of the corporate travel card, and the application process, please review Section 350, Corporate Travel Cards Introduction and Section 351, Corporate Travel 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 personally, using their corporate travel card or other personal funds. Upon return from travel, documentation to support the traveler’s expenses is submitted, followed by reimbursement from the university. The reimbursement method is to be utilized for travel and business meals and not the procurement of goods and services.

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.

Payment Options

- **Airfare** – Direct payment to an authorized “partner” travel agency is allowed for Cornell faculty, staff, and students, as well as visitors/guests of the university. See the Travel Portal at travel.cornell.edu for links to authorized travel agencies and further details about making reservations. The authorized travel agency will generate an invoice for airfare and the traveler’s FTC/BSC will create a Disbursement Voucher to request payment. Groups of three or more employees and visitors/guests have additional payment options; contact your FTC/BSC to discuss.

- **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 web pages see www.c2cbus.com.

- **Bus, chartered** – Buses chartered for groups require proof of insurance and may require a contract and must not be paid for by an individual traveler; contact your FTC/BSC.

- **Bus/Amtrak, individual** – 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 FTC/BSC.

- **Conference registration fees** – these should generally be charged to a procurement card.

- **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 FTC/BSC to discuss.

- **Rental Cars** – No method of direct billing is available for rental cars.