



TRAVEL TIPS FOR CORNELL UNIVERSITY FACULTY, STAFF, AND STUDENTS

MAKING RESERVATIONS

Flight

- Purchase the lowest possible coach airfare that meets your business needs.
- Utilize one of Cornell's travel agents or an online booking tool (such as Travelocity, Kayak, or Expedia) to get the best price for airfare.
- When parking at Tompkins Regional Airport, show your Cornell ID at the parking booth to obtain Cornell's parking discount.

Car Rentals

- The university has contracts with Avis Car Rental, Budget Rent A Car, Cornell Fleet Services, Hertz Corporation, Enterprise Rent-A-Car, Maguire Automotive, and National Car Rental for all local, nationwide, and international rentals. These contracted rates include collision and liability insurances.
- Primary insurance coverage is provided if using your corporate travel card for the full payment of a rental car.

Lodging

- Choose lodging that has reasonable single room rates.
- Cancelling hotel room reservations, if necessary, is the traveler's responsibility.
- The university has contract pricing with multiple hotels in several cities, including Club Quarters, Wyndham Hotels, Days Inn, and Ramada. Please refer to the travel portal for a complete list.

BEFORE YOU BOOK INTERNATIONAL TRAVEL

- Ensure that you obtain any necessary visas before your departure date.
- Become familiar with any applicable sponsored funds' requirements for travel, as they may be more restrictive than the university's.
- Familiarize yourself with medical evacuation, security evacuation, and foreign travel advisories. See <https://travelregistry.cornell.edu/>.
- Notify your credit card company in advance to prevent a potential "fraud hold" being placed on your card
- Review health and immunization information at Gannett Health Center (gannett.cornell.edu/topics/flu/pandemic/travel).

PAYING FOR TRAVEL

- A corporate travel card is the preferred method of payment for travel expenses because it provides travel accident insurance, car rental insurance, and baggage insurance. Refer to <https://www.dfa.cornell.edu/sites/default/files/usb-accident-insurance.pdf> for details. Contact your

FTC/BSC for the current application procedures or refer to

<https://www.dfa.cornell.edu/procurement/buyers/credit-cards/corporate-card>.

- The use of cash to pay for travel expenses is discouraged because any loss or misappropriation is not covered by insurance.
- Travel expenses must be reasonable and business-related. A sponsoring agency may have budget or other restrictions; please consult your unit administrator if traveling on sponsored funds.
- You can file for travel advances in close proximity to the travel dates.

WHILE TRAVELING

- Obtain receipts for all business expenses. You will need to submit them with your travel expense reimbursement voucher.
- If a car accident occurs while traveling with your personal vehicle, contact local authorities, your insurance company, your unit administrator, and the Department of Risk Management and Insurance. If you are using your own vehicle, your personal automobile insurance coverage is in effect.
- If foreign travel exceeds one week, the Internal Revenue Service requires evidence that business activities constituted at least 75 percent of the total time away from home. The traveler should document the daily business activities.
- When you pay for expenses in foreign currencies, you are reimbursed in U.S. dollars at the actual exchange rate for the travel period.
- If the traveler is not able to obtain a receipt for a particular meal, the traveler should provide the date, establishment, location, meal, actual dollar amount, and a brief explanation of why the receipt was not provided.

GETTING REIMBURSED

- Meals can be reimbursed in two different ways: per diem or receipts. Only one method can be used for the duration of the trip. Check with your unit administrator.
- Travel advances should be cleared within 30 days after completion of the trip. Untimely clearing of advance accounts may result in denial of subsequent advances, disciplinary action, and/or reporting the amount as taxable income to the traveler.
- Cornell does not reimburse for tickets acquired with frequent flyer miles.
- Submit your [request for travel reimbursement](#) within 30 days of the completion of each trip.
 - Each voucher must have an authorized signature and be reviewed by a supervisor.
 - The Division of Financial Affairs will generally send out reimbursement of approved expenses within ten working days of receipt of the travel reimbursement voucher.

ADDITIONAL RESOURCES

- Cornell Travel Portal: www.travel.cornell.edu
- University Policy 3.2, Travel Expenses: <https://www.dfa.cornell.edu/tools-library/policies/travel-expenses>
- University Policy 3.14, Business Expenses: <https://www.dfa.cornell.edu/tools-library/policies/business-expenses>
- University Policy 8.5, Risk Management for International Travel: <https://www.dfa.cornell.edu/tools-library/policies/risk-management-international-travel>
- International Travel Registry: <http://travelregistry.cornell.edu/>
- Travel Reimbursement Requests: <https://www.dfa.cornell.edu/travel/payingfortravel/reimbursement>
- GSA Per Diem Rates: www.gsa.gov/perdiem