

Travel Reimbursement

Checklist COE, CIS, Cornell-Tech

Date _____

#1	Traveler Information
Name: _____	
Net ID: _____	
<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student	

<input type="radio"/> Send Check to _____ Mailing Address _____ Or	
<input type="radio"/> I Have ACH (Direct Deposit) (if not, Enroll)	

#2	Trip Information
<input type="radio"/> I prepared the trip on-line: Trip# _____ Or (skip to box #6)	
<input type="radio"/> FTC will process travel reimbursement via this form	
Destination: _____	
Trip Dates: _____	
Business Purpose of Trip: (who,what,where,when,why)	
<div style="border: 1px solid black; height: 60px;"></div>	

#3

Meals: Per Diem None

Were there any meals provided? If yes, list meal(s) below:

(at conference or other travelers)

Personal Car Mileage? If yes, #of miles and locations below:

(provide miles driven, current rate is .54 cents per mile)

#3	Reimbursement Details (continued)
Did you receive a travel advance ? Amount \$ _____	
Did you receive reimbursement/funds from other organizations/departments? If yes, list below:	
<div style="border: 1px solid black; height: 80px;"><small>(grad school travel grant, conference reimbursements, etc.)</small></div>	
Expenses prepaid by Cornell (not reimbursable)? If yes, list below:	
<div style="border: 1px solid black; height: 80px;"><small>(paid on pcard, direct billed hotel or flight, etc.)</small></div>	
Do you have any “unreceipted” expenses? If yes, list	
<div style="border: 1px solid black; height: 80px;"><small>(under \$75; taxi, subway, tolls, postage, etc.)</small></div>	

#4	Comments/Trip Notes (optional)
<div style="border: 1px solid black; height: 100px;"></div>	

#5	Account Information
Acct # _____	%/ \$ _____
Acct# _____	%/ \$ _____
Acct# _____	%/ \$ _____

#6 Attach original receipts to this checklist and send to the FTC or submit electronically for processing to ftccoecis@cornell.edu.	
Supervisor : _____	Net ID: _____
Prepared by: _____	Net ID: _____
Account Approval: _____	Net ID _____