Detailed Steps for Preparing a Trip in the Online Travel System:

Start a new trip
Enter the system using your NetID and password

I will be the traveler vs. I am preparing this trip for:
Select, I will be the traveler if you traveled and are getting the reimbursement
Select, I am preparing this trip for _______. Click Select and type in the individuals name or NetID who traveled.

KFS eDoc Preparer
Select Sherri Gaglianese (sag59)

Accounting Instructions
Enter here the Account # to be charged
If there is a limit as to how much an individual will or can be reimbursed, input the amount.

Traveler's Supervisor
Enter the NetID of the traveler's supervisor.
For all faculty and associate deans enter Richard Robinson (rfr4)

Primary Destination

Departure Date / Return Date

Purpose of the trip: Please use the following format - Destination, Dates, Purpose
Example: Las Vegas, NV on 6/6/05-6/10/05 Attend the Educomm Conference to learn about and evaluate video conferencing and classroom technologies. (Note: Please spell out abbreviated names of groups/organizations.)

Individual Receipts vs. Per Diem for Meals (choose one of the two methods per trip)

Travel Advance
Enter amount here if received for this trip, if none, please leave blank

Additional Information required
Exceptional Conditions: CAUTION Read and check if applicable
• I received one or more travel advances for this
• A party other than Cornell is paying for some of my expenses
• I received required approval to have my spouse / companion's travel expenses reimbursed by Cornell.
• I extended the period of travel because the reduced airfare costs resulted in savings that justified increased lodging and meal expenses.
• I received required approval for premium or upgraded airfare.
Trip Details - Further Preparation

Comments: Add any comments that pertain to the trip. A comment cannot be edited or deleted.

*Examples:*
- All meals were provided by the conference; therefore no reimbursement is being requested.
- Joe Smith shared a room with John Doe; therefore no reimbursement is requested for lodging.

Items Prepaid by Cornell: This is beneficial to capture the cost of the entire trip. Expenses may include p-card or payment requests for conference fees or direct charges to accounts (i.e. airfare, car rental).

General Guidelines for Entering Receipts:

Airfare: Please input airfare receipt as follows:
- Airline Carrier flight trip ie: US Airways Syr/LasVegas/Syr The purpose is to tell where the traveler left from and returned to. This also alerts the preparer if the traveler is entitled to mileage.

Transportation Receipts: At Destination vs To/From Destination
- At destination is used when the transportation is needed while at your location. ie: taking a taxi from the hotel to dinner or to airport
- To/From Destination is used when this is the main source of transportation getting to the location. ie: the use of a train. Note: Airfare and Rental or Personal Car have their own category.

Multiple Receipts:
- The entire receipt amount should be entered and reimbursed expenses categorized as appropriate. If all expenses the being reimbursed have been categorized and there is a remaining expense that is not reimbursable (ie: movie on a hotel receipt) then click, “All eligible expenses have been categorized. The remaining $XX.xx represents expenses not eligible for reimbursement.”

Submitting Trip to U&SA Business Service Center:

When all receipts have been entered, change preparer to Sherri Gaglianese (sag59). If the traveler uses different email addresses, besides his/her Cornell address, please make a note of this when submitting.

Print coversheet and attach receipts. (Note: all receipts need to be taped (not stapled) to 8.5x11 sheets of paper for scanning.)

If traveler is not faculty, give coversheet w/ receipts to supervisor for review and initials.

After supervisor initials his/her ok on coversheet, forward coversheet w/ receipts to 253 Myron Taylor.

Once the trip has been reviewed for completion and correctness, the traveler’s electronic signature will be requested.