Cornell Law School
Student Travel Tips

Guidelines to maximize your reimbursable expenses and avoid common pitfalls while away on Cornell Law School business.

**Meals:**
In general, meals/food/beverages are not reimbursed.

**Lodging:**
1. **Detailed Receipts** are required. Credit card receipts are not considered sufficient documentation.
2. **Non-Reimbursable**
   - A. In-room movies
   - B. Mini-bar refreshments
   - C. Fitness Center fees
   - D. New York State Sales Tax – NYS sales tax exemption forms are available in the Financial Services office, Room 253 Myron Taylor Hall. If a hotel refuses to grant the exemption, note it on the receipt showing the tax charged.

**Rental Vehicle:**
1. **Detailed Receipts** are required. Credit card receipts are not considered sufficient documentation.
   - A. Hertz - use Cornell Corporate Discount #17564
   - B. Enterprise - use Cornell Corporate Discount #XZ29019
   - C. National – use Cornell Corporate Discount # XZ29019
3. **Reimbursable**
   - A. Fuel
   - B. LDW or CDW Insurance for car rental agencies other than Hertz, Enterprise or National.
   - C. Liability Insurance only if not included in daily rate; you must ask if it’s included.
4. **Non-Reimbursable**
   - PAI - Personal Accident Insurance
   - PEC - Personal Effects Coverage
   - A. LIS - Liability Insurance Supplement (also referred to as SLI)
   - B. New York state sales tax, see D under Lodging

**Private Vehicle:**
1. **Mileage Rate** - Mileage is reimbursed at a rate of 57.5 cents per mile driven as of January 1, 2015. Must include a map print out with directions and mileage from web sites such as MapQuest, Yahoo, Google, etc
2. If students want to stretch their allocated funding for conferences, we will reimburse for gas as opposed to mileage since gas usually comes out to less.
3. **Non-Reimbursable**
   - A. Fuel – If seeking reimbursement for mileage, this cost is incorporated into the mileage rate noted above.
   - B. Accident Damage - It is your responsibility to carry adequate personal insurance coverage for yourself, your vehicle, and any passengers.
Parking:
1. **Tompkins County Airport** - Present your Cornell Photo ID when leaving the long-term parking to receive the CU discount. **Only the discounted rate will be reimbursed.**
2. **Syracuse Airport** - There is no discount available; therefore the full rate is reimbursed.
3. **Cornell University Campus** – Campus parking passes are considered a personal expense and are not reimbursable.

**Taxis and Limos:** Retain all receipts.

**Air, train and bus fare:**
1. **Documentation** - Retain all travel agency itineraries, receipts, stubs, and boarding passes in order to document the prices, your payments and the travel itself.
2. **Non-Reimbursable**
   A. First and Business class flights
   B. In-flight telephone charges
   C. Services that require additional fees, i.e. checked luggage, additional leg room, premium seats, etc.
3. **C2C Bus:**
   Student can make and be reimbursed (keep all e-mail/proof of payment confirmations). L. Majeroni can also make---needs the departure location, date and time/return location, date and time, plus cell phone number along with travel purpose.

**University Policy:** Cornell does not reimburse for tickets acquired with frequent flyer miles.

**Travel Agencies:** There is no restriction on the travel agency used to secure airline and other travel reservations. The University encourages the use of AAA because they have Cornell’s contract pricing for US Airways/American, Delta, Hertz, National Car Rental, and Enterprise Rent-A-Car into their systems to ensure that you receive the Cornell rate. Also AAA will invoice us directly so you will not have to prepay with a personal credit card for air only---rental cars must be paid by traveler and receipts submitted for reimbursement.

**Miscellany**

**Policies** - For a more thorough and authoritative rendition of Cornell’s reimbursement policies refer to the following: (Note Law School added restrictions as specified within this document.)

A. Policy 3.2, University Travel -  
http://www.dfa.cornell.edu/dfa/treasurer/policyoffice/policies/volumes/finance/universitytravel.cfm

B. Policy 3.14, Business Expenses -  
http://www.dfa.cornell.edu/dfa/treasurer/policyoffice/policies/volumes/finance/businessexpenses.cfm