

# Cornell Law School

## Student Travel Guidelines/Policies

### Travel Release Form:

For students traveling to moot court competitions, student group conferences, etc. in addition to obtaining prior approval and funding from Dean Miner, an Agreement/Release form must be completed and signed prior to departure and turned in to **Jannica Moskal in the Registrar's Office**. These forms are available on-line at <http://www.lawschool.cornell.edu/studentlife/eventplanning/Student-Travel-Guidelines.cfm>

If this form is not completed, signed, and turned in prior to departure, travel is **not authorized** and the student will **not be** reimbursed.

In addition, failure to timely complete and submit the required releases or to comply with any of the following Travel Guidelines may result in the Dean of Students cancelling current and/or future funding for the specific student organization.

All students traveling must contact Linda Majeroni (lam32@cornell.edu) prior to departure.

### Meals:

In general, meals/food/beverages are not reimbursed.

### Lodging:

1. Detailed Receipts and proof of payment are required. Credit card receipts only 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 from Linda Majeroni, room 138. If a hotel refuses to grant the exemption, note it on the receipt showing the tax charged.

### Rental Vehicle:

1. Detailed Receipts and proof of payment are required. Credit card receipts only are not considered sufficient documentation.
2. Preferred vendors - "The University has pricing agreements with Avis Car Rental, Budget Rent-A-Car, Hertz Corporation, Enterprise Rent-A-Car, and National Car Rental for all local, nationwide, and international rentals."
3. Required insurances are Collision or Loss Damage Waiver (CDW or LDW) and Liability Insurance (LI). If the traveler chooses to rent from one of the preferred suppliers listed below using the corporate ID number for that supplier, insurance is provided at no additional cost.

### Cornell corporate numbers:

Avis: A160400  
Budget: T413000  
Enterprise: XZ29019—Enterprise requires a letter from Jannica Moskal authorizing student business travel—otherwise they will not provide discount or insurances and the University will not reimburse at the full level.  
Hertz: 17564  
National: XZ29019

4. **Note:** Upgrades, such as GPS or satellite radio, will **NOT** be reimbursed.

5. **Reimbursable**

A. Fuel

B. LDW or CDW Insurance for car rental agencies other than Cornell approved contracts listed above.

C. Liability Insurance only if not included in daily rate; **you must ask if it's included.**

6 **Non-Reimbursable**

PAI - Personal Accident Insurance

PEC - Personal Effects Coverage

LIS - Liability Insurance Supplement (also referred to as SLI)

GPS

Satellite Radio

New York state sales tax, see D under Lodging—must present tax exempt certificate, if vendor refuses, note on receipt.

**Private Vehicle:**

1. Students will be reimbursed gas or mileage—whichever is less (i.e. Example: when a full tank of gas is not needed better to reimburse for mileage.)

2. **Non-Reimbursable**

A. Fuel – If seeking reimbursement for mileage, this cost is incorporated into the mileage rate.

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 (airfare, bus or train)

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.

**Reimbursements:**

Except in extenuating circumstances, all travel reimbursement requests must be submitted within 30 days of the completion of travel.

With each reimbursement request, you must submit a full trip report. This report must detail all allowable travel expenses to and from the location, lodging, meeting(s)/conference(s) attended, etc., and

must include all requested reimbursement for the entirety of the trip. Where other Cornell travelers were included or paid for, e.g., shared taxi, note the name of the other traveler.

**Note:** If extenuating circumstances are approved for late submission of a travel reimbursement exceeding six months from completion of the travel, the full reimbursement will be considered taxable income to the traveler and reported to the IRS. Approval by the dean, vice president, vice provost, or designee is required for all submissions exceeding six months.

**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. The Policy 3.2 "Travel Expenses" and the website is [https://www.dfa.cornell.edu/sites/default/files/vol3\\_2.pdf](https://www.dfa.cornell.edu/sites/default/files/vol3_2.pdf)