Cornell Law School Student Travel Guidelines

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 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 in the Financial Services office, Room 257 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 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.

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