



Cornell employees must use Concur to submit travel expense reports. Only submit this form for non-employees, students, or other payees. Any non-employee may sign up to receive reimbursements by direct deposit. Return this completed form to your business service center.

Part I: Payee Information

Name, Email, Home Address, Phone, City, State, Province, Country, Zip/Postal Code, Campus Address, Unit Name, Relationship to Cornell (Non-Employee, Student, Other)

Part II: Trip Information

Business Purpose of Trip/Expenditure, Departure Date, Departed From, Going To, Return Date, Returned From, Returned To

Part III: Expense Information

Itemized receipts are required for lodging, airfare, transportation rentals, group/business/hosted meals, meals and expenses on single-day travel less than 12 hours, meals for which you are not claiming per diem, and any other expenses over \$75.
Lodging, Meals, Alcohol, Group/Business/Hosted Meals, Airfare, Car Rental/Gas, Tolls/Parking, Other Transportation, Personal Mileage

# Travel Reimbursement Form, continued

## Part III: Expense Information, continued

Other (Explain) \_\_\_\_\_

Total Expenses \_\_\_\_\_

Total Advances \_\_\_\_\_ This amount is subtracted from total expenses. Advances Account# \_\_\_\_\_ -1400

Amount Due Payee \_\_\_\_\_

Amount Due Cornell \_\_\_\_\_

## Part IV: Payment Information

How will this payment be disbursed to the payee?

- Direct Deposit\*
- Campus mail to address above
- U.S. Mail to home address above

\*To receive payment by direct deposit, you must [enroll in direct deposit for reimbursements](#). If you aren't sure whether you've already signed up, contact your business service center.

## Part V: Account Distribution

Enter the account distribution for each account. The total must equal the amount in the Total Expenses in section III above.

Account	Sub-Account	Object	Sub-Object	Project	Org Ref ID	Amount
Total Distribution						

## Part VI: Payee Certification and Approvals

I certify that these charges are accurate and that I am not claiming reimbursement from another source.

\_\_\_\_\_  
Payee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Payment Approver

\_\_\_\_\_  
Date

Prepared By \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

# Travel Reimbursement Form, continued

## Supplemental: Business Meal Details

The total amount of all meals must match the total in **Group/Business/Hosted Meals** on page 1.

Date	Guest Name	Guest Affiliation	Meal Location	Business Purpose	Amount
<b>Total Business Meals</b>					

### Other Additional Explanations and Notes

# Travel Reimbursement Form, continued

## Supplemental: Expense Worksheet

Use this table to document the daily per diem rate for each location. The per diem for the first and last days of travel is limited to 75% of the daily rate.

Date	Travel From Location	Travel To Location	Per Diem Daily Rate

[GSA Per Diem Rates](#)

### Lodging

Include only room costs and associated taxes and fees. Document mails and incidental expenses in those sections below. The total of lodging must match the Total Lodging amount reported on page 1.

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Total

### Meals

You must use the same documentation method for the whole trip (either per diem or receipts). If submitting receipts, include tips. For per diem, deduct per diems for meals provided by another means (e.g., conferences or group/business/hosted meals, etc.). For group, business, or hosted meals, you must complete the business meals details on page 3 and provide detailed receipts. The total of meals must match the Total Meals amount reported on page 1.

Method  Receipts  Per Diem

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Total
Breakfast															
Lunch															
Dinner															
Alcohol															
Group/ Bus./ Host.															
Totals															

# Travel Reimbursement Form, continued

## Supplemental: Expense Worksheet, continued

### Transportation

Itemized receipts are required for airfare, transportation rentals, and commercial transportation (such as trains, buses, boats, etc.) if the round-trip cost exceeds \$75. Receipts are not required for other transportation expenses less than \$75. The total transportation must match the Total Transportation amount reported on page 1.

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Total
Airfare/Service Fees															
Rental Car															
Rental Car Gas															
Train, Bus, Taxi, etc.															
Tolls and Parking															
Totals															

Personal Mileage \_\_\_\_\_ X IRS Rate \_\_\_\_\_ = Total Mileage \_\_\_\_\_  
[Mileage Rates](#)

**Total Transportation** \_\_\_\_\_

### Other Expenses

Receipts are required for expenses over \$75. The total other expenses must match the Other amount reported on page 2.

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Total
Telephone/Fax															
Conference/Seminar Fees															
Other: Explain below															
Other: Explain Below															
Other: Explain Below															
Totals															

Explain Other Expenses Included in the Table Above.

### Total Expenses

Total expenses must match the Total Expenses amount reported on page 2. The Day 1 calculation includes mileage.

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Total Expenses