CLASSE Travelers

Starting 7/1/09 your travel reimbursements must be submitted using the “trip system”.
Please log into:

https://travel.dfa.cornell.edu/travel/

The CU Online Travel System is a user friendly system. If you have questions about how to input a receipt or how to use the system, please contact Lonie Sheldon (5-6293) for assistance.

ENTERING TRIP INFORMATION:
Below is useful information for using the trip system:

1) Select “Start a New Trip”.
2) “I will be the traveler”.
3) “Someone else will complete the appropriate KFS e-doc:” enter net id ljs65 (Lonie Sheldon will be the KFS Initiator).
4) Accounting instructions: Enter the account information here - either the WBS number or the account number.
5) Select Traveler’s Supervisor: Supervisor approval is not required - you can skip this area.
6) Primary Destination & Business Purpose of Trip: Destination and business purpose must be clear (ILC should be International Linear Collider). Business purpose must show how the award benefits from taking the trip (must enhance the investigator’s capability to perform the research, plan extensions of it, or disseminate its results.). Remember – an auditor, totally unfamiliar with your work, may end up reviewing your trip.
7) Meals: Per diem cannot be used for 1 day trips, please keep receipts.
   When using per diem, remember to deduct meals charged on the lodging receipts from the lodging total. Also, adjust the per diem when meals are provided by a conference or paid by others.
8) Travel Advance: Enter the actual $$ you receive as an advance – prepaid airline tickets, etc. are “Items Direct Billed to Department” and are not considered travel advances.
9) Please add comments that give reviewer a complete picture of your trip. Travel, lodging, meals, etc. even if you do not need reimbursement for these items.
10) **Important last step!** In order for the business office to make corrections to your trip you must **edit the “trip preparer” to be ljs65**. If you remain the trip preparer and corrections are required, the trip will be rejected back to you to make the corrections and resubmit.

    NOTE: When the business office makes corrections, the trip will be sent to you, online, for approval.
Expenses Requiring Receipts

If a receipt is missing, please provide details of the expense (vendor, date, description, etc.) that would normally appear on the receipt.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Attachments</th>
<th>Status</th>
<th>Total Amount</th>
<th>Categorized Amount</th>
<th>Uncategorized Amount</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

No receipts have been added.

**add new receipt**

Expenses Not Requiring Receipts

Expenses greater than $75 (excluding personal vehicle mileage) require a receipt and must be entered in the section above, "Expenses Requiring Receipts".

<table>
<thead>
<tr>
<th>Date</th>
<th>Category</th>
<th>Description</th>
<th>Reimbursement</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

No expenses have been added.

**add new expense**

Items Direct Billed to Department (Not Reimbursable)

Any expenses related to this trip that were billed directly to the departmental expense account should be entered here. These will NOT be reflected in the trip totals or reimbursement amount.

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

No direct billed expenses have been entered for this trip.

**add new direct billed expense**
When you have finished, print the cover sheet and attach your documents to it. If you do not have access to a printer, place your receipts in an envelope, write your name and trip # on the envelope. Send all documents to the 305 Wilson Lab –CLASSE Business Service Center.

NOTE: Foreign travel: when you provide a copy of your credit card statement (black out your card number) showing the amount you were charged, you do not have to calculate the currency conversion. Currency conversions are calculated on the date of the expense was incurred (date of the receipt) - not on the date you are processing the reimbursement.

Use: http://www.oanda.com/convert/classic

If you have any questions while processing your trip, contact Lonie Sheldon at 5-4882

Thank you for helping us with the new online system!

REMEMBER - MAIL YOUR ORIGINAL RECEIPTS TO US! Reimbursement can not be processed without your receipts.