



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

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 Total Lodging
Meals Method Receipts Per Diem GSA Per Diem Rates Total Meals
Group/Business/Hosted Meals Provide attendee information and a business purpose for each meal, on page 3.
Airfare Include travel agent/booking service fees.
Car Rental/Gas
Tolls/Parking
Other Transportation Train, bus, taxi, etc. Receipts required for round trips over \$75.
Personal Mileage X IRS Rate = Total Mileage Total Transportation
IRS Standard Mileage Rates

# 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	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	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	Total
Airfare/Service Fees								
Rental Car								
Rental Car Gas								
Train, Bus, Taxi, etc.								
Tolls and Parking								
Totals								

Personal Mileage \_\_\_\_\_ X IRS Rate \_\_\_\_\_ = Total Mileage \_\_\_\_\_  
[IRS Standard 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	Total
Telephone/Fax								
Conference/Seminar Fees								
Other: Explain below								
Other: Explain Below								
Other: Explain Below								
Totals								

Explain Other Expenses

### Total Expenses

Total expenses must match the Total Expenses amount reported on page 2.

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Total Expenses