Cornell University
Payment and Tax Services

Travel Reimbursement Request

Date

Payee's Last Name	Payee's First Nar	Unit Name

Relationship to Cornell (check one please)	Please describe	Campus Address
☐ Cornell Employee ☐ Cornell Student ☐ Other		

Home Address	City/Town	State/Province	Country	Zip/Postal Code

Business Purpose of Trip/Expenditure (required)

LEFT FROM	*ON*	*TO*	*HOME ON*
(Location)	(Date)	(Location)	(Date)

			TOTALS
Lodging	(Room costs only, enter meals, incidentals and miscellaneous below)		
Meals	(Check one - method selected must apply to entire trip) ☐ Per Diem Method OR ☐ Receipt Method	$ -	If using per diem, deduct 20% B, 20% L, 60% D for hosted business meals or meals otherwise provided
	Alcohol/Bar Costs (Business Meals & Receipt Method only)		Use Federal Unallowable Object Code
	Hosted Business Meals (Provide details on next page)		**ITEMIZED** Receipts Required
Meals total			$ -
Transportation			
Airfare (including travel agent/booking service fees)		$ -	
Auto Rental & Gas			
Tolls & Parking			
Train, Bus, Taxi, Limo			**For IRS mileage rates, see:**
Personal Auto	Miles @ $ 0.565 IRS rate		www.dfa.cornell.edu/payments/
Transportation total			
Miscellaneous (please explain)			
TOTAL EXPENSES			

You must be currently enrolled in AP Direct Deposit to select this payment method for this reimbusement.

Sign up for AP Direct Deposit for future reimbursements.

Less advances*	
Amount Due Payee	
Amount Due Cornell	
***Advance Acct. #**	**- A -1310**

☐ **Direct Deposit**
☐ **Campus Mail (addr. above)**
☐ **US Mail to home**
☐ **Day Hall Pickup (name/ext)**

NOTE: You may NOT code expenses to Endowed and Contract College accounts on the same voucher.

Bps	Account Number	Object	Project	DUO	Amount
	-				
	-				
	-				
	-				
	Total (must equal Total Expenses above)				**$ -**

1099 Code	Amount

Payee Certification & Approvals

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

Payee Signature	Date	Prepared by:	E-mail	Ext

Signature Authority Approval	Date	Enter/Print Name	E-mail	Ext