VISA Reimbursements:
Visa reimbursements are only reimbursable when: 1. The visa expense was incurred for an individual who we/Cornell invited here and for whom we/Cornell would pay a speaker fee or honorarium. 2. For a staff/faculty member who is here on a tenure track position.

HOTELS (this is an update since the 3/18 meeting):
Payment by DV for hotel rooms for visitors and group travel is not the correct payment method per section 203 of the Buying Manual. The exception MOU for group and visitor travel for hotel room charges paid by the BSC PCard only states that local hotels or major hotels do not require insurance per risk management.

A purchase order is required if the hotel is not a major hotel and/or if there is more than just rooms being reserved, such as food catered for the guests or a contract is presented by the hotel that requires a signature. Insurance would be requested in this case.

Personal Communication Devices:
Personal Communication Devices include items such as cell phones, smartphones, hands-free devices, voice-only devices. The Personal Communication Device Eligibility and Approval Form needs to be filled out for a University-Owned Device and/or a Personal Communication Device annually. The form can be found at this link:

Once the form is filled out, please send it to your BSC Representative. They will get the required signatures and then send the original back to the department. With the advent of Workday we may see revised procedures on how to pay the allowance. Currently, the Job Related Allowance (JRA) is processed through Payroll.

University-owned devices are the property of the university. Upon separation from university service, an employee must return his or her device to the unit.

Caution: Smartphones must comply with University Policy 5.10, Information Security before they may be used to access or store confidential (level 1) data. An individual is only eligible for a university-owned device if he or she (1) is a university employee, full- or part-time, (2) follows the procedures as outlined in Policy 3.24, (3) has a regular business need (see the "Definitions" section of this policy) for a personal communication device, and (4) will not conduct personal business on the device (except de minimis—10% or less—use). Device plans may include specific add-ons that are appropriate for business and approved by your unit. If allowed, this will impact certain reimbursement activity if these features are already on an individual’s device (e.g., GPS, hotel Internet service, etc.).
Personally Owned Devices: The university may allow an employee to receive an allowance from his or her unit to pay for the university-related portion of the personal communication device charges ("Supplemental Communication Allowance"). A university employee is only eligible for this option if he or she meets the eligibility requirements for a university-owned device.

The supervisor will choose the most appropriate supplemental communication allowance, in collaboration with the employee and with the approval of the unit chair, director, or designee. The supplemental communication allowance should support the employee’s projected business-related expenses. Employees are responsible to pay personally owned device bills.

Caution: Smartphones must comply with University Policy 5.10, Information Security before they can be used to access or store confidential (level 1) data. A supplemental communication allowance will be paid to the employee every pay period, as an addition to the employee’s paycheck. Payments will be equally divided among the pay periods. Any exceptions to this policy must be approved by the college/division senior finance officer or a designee.

Note: Supplemental communication allowances are subject to payroll tax withholdings, and do not qualify as compensation for retirement contribution purposes. Nor will they constitute an increase in base pay or be included in any percentage calculations for increase to base pay.

Note: Employees who take supplemental communication allowances must agree to submit their plans and/or device records upon request by university management.

Performer and Small Services Provider Contract/Caterer Contract/Matrix: Revised contract providing a signature line for the “Cornell University Authorized Campus User”, i.e., the department manager or designee). A fillable PDF is included with this update. The Performer and Small Service Provider Contract Matrix is also attached to assist in determining the payment method.

Disbursement Voucher (DV) Payments on PCard Project: Procurement Services has provided a list of vendors that are approved to be paid using a department PCard. We have found that NYSEG charges a $4.95 for this service. It is not yet mandatory to pay by PCard so if you find there is a charge or doing so creates a inefficiency in the unit please let Stacey Coil (psc1) know so she can keep track of units preferences.

AAA Payments: A best practice recommendation was made to always charge AAA invoices to the advance object code and clear the expense afterwards. This is a good way to ensure that a sponsored or restricted account is not paying for travel that did not take place—i.e., if you pay the invoice directly and then the traveler cancels or the speaking engagement is delayed there may be follow-up work either in moving the transaction to a non-sponsored or unrestricted account under an unallowable object code if the speaker cancelled. Changing the date of travel may incur additional fees. In both of these instances a best practice would be to follow up by entering the edoc of any travel reimbursement made to the individual at a later date or the edoc # of the honorarium on the AAA direct payment, just to tie things together. By using the advance object code you will be submitting paperwork to clear it at a later date, making sure that there are no loose ends to tie up.

Vendor Credits: When credits are processed in the KFS system the initiator of the requisition will receive an "FYI."

Receipts: When tapping thermally printed receipts to other sheets of paper make sure that the tape does not overlap the type on the receipt. If you tape over the thermal image it causes it to fade and disappear. It is also helpful to orient them all upright and in the order of the reimbursement if there are multiple receipts (this applies to scans as well—make sure they are all oriented in the upright direction if possible and presented in order of the reimbursement (i.e., in the trip system you enter the hotel bill first, then a taxi receipt, then a meal receipt — they should be ordered similarly in the scan).
Saved E-docs as Templates: The University is discouraging the practice of saving an e-doc to use as a template for future similar activity. Saved e-docs create “Pending” entries, which impact balances and activity for anyone monitoring an account on the e-doc (particularly at year end). Accounts cannot be closed out if there are pending entries in the system. Instead, DFA recommends you “copy” a similar or favorite e-doc that is in final status to use as your template.

Two New Transfer Object Codes: The University created two new object codes to identify inter-college transfers:

- 8075—Transfer Out—Intrafund—Between Units (to another college/unit)
- 7075—Transfer In—Intrafund—Between Units (from another college/unit)

These codes should be used whenever the funds transfer is to or from a department outside of the College of Arts and Sciences. Continue to use 7000/8000 for transfers within your own department, or for transfers to other departments in the Arts College. These transfer codes should not be missed. For example, if you use the 8075, you need to use the 7075, not the 7000.

Sensitive Data: When attaching forms (the old travel form, W9, etc.) or copies of checks make sure to mask (blacken out) any social security, account numbers, driver’s license number, credit card numbers, protected health information, as defined by HIPAA. (http://www.hipaa.com/2009/09/hipaa-protected-health-information-what-does-phi-include/)

The loss or theft of such data from University systems has repercussions including, but not limited to: Regulatory fines, Loss of funding from government agencies, Lawsuits, Loss of donations and gifts, and loss of reputation.

A&S faculty and staff should, according to University Policies, make reasonable efforts to regularly scan (at least annually) their Cornell owned data storage devices with a sensitive data discovery tool such as Identity Finder, Spider, FindSSN or similar tools. Any confidential /sensitive data that is discovered, and for which there is no business or academic use, should be deleted immediately. The same rules apply for storing confidential data. Contact your local IT for assistance.

Meal Receipts-Family expenses/Laundry expenses on foreign travel using per diem: Detailed meal receipts are always desired. They are required for all receipts $75 and over. Alcohol needs to be identified regardless of the provision of a detailed receipt. External auditors always want to see detailed receipts, this is even more critical on Grant and Contract accounts. Meals or travel expenditures associated with family (spouses, children) of Cornell faculty and staff, or the family of official visitors to Cornell (seminar speakers, etc.) without a business purpose are considered personal expenses and are Cornell unallowable—not allowed under Cornell policy. However, on a case by case basis, the College will consider reimbursement, if there is a compelling reason to provide an exception to this policy. To make a request, please contact Stacey Coil (pscl) and attach the approval to the e-doc prior to submission. Laundry expenses on foreign travel using a per diem are not reimbursable (new from February 2013 audit).