AFAR Meeting

Travel
Agenda

- Student Travel
- Advances
- Direct Billing – Airfare, C2C Bus, Registration Fees, Lodging
- Vehicle Rentals
- Per Diem
- Miscellaneous
- Key Points
- Questions
Student Travel

• Class trip, Mission-related educational travel
• Reimbursed Business Travel
• Financial Aid or similar travel awards
Class Trip, Mission Related Educational Travel

- Required for Degree or Credit
- Impacts the students grade
- Undertaken by all students in the course
- Paid via DV using object codes 6752 and 6762. Student traveling under this section are eligible for pre-paid airfare through STT or AAA
Reimbursed Business Travel

• Student is presenting or actively participating in a conference on behalf of the University.
• Primary purpose of the travel is for the University to obtain useful results from the trip as in training on equipment, techniques, etc.
• Travel is performed to fulfill the University’s obligations to outside funding entity as in being required to attend an annual meeting of the sponsor.
• Travel is associated with a sponsored research award.
• Traveler is a participant in a federal funded training program.
• Paid via DV using object codes 6750, 6760, 6780 travel codes and 9097 for participant costs. Student traveling under this section are eligible for prepaid airfare from STT and AAA.
Financial Aid or Similar Travel Awards

• Travel for student’s benefit where University receives little or no benefit from the trip. Student is not representing Cornell, but may be performing self-directed thesis research with no direction from a faculty mentor.

• Funds are being provided as an outright cash grant to support student travel.

• Travel is related to a sponsored fellowship with no benefit to the University.

• Paid via the Bursar system via a RUSS form for Undergraduates or via the use of an item type for fellowship stipend for Graduates. Object codes 8100 stipend grad fellowship, 8462 stipend non-degree, 8463 stipend undergrad and 8500 stipend professional.

• Tax implications are that foreign students will have 14% of the amount paid withheld for tax. The student will have to file taxes in order to possibly receive these funds.
Advances

• Under certain circumstances, Cornell can provide an advance to faculty and staff in anticipation of travel expenses, site project costs, or participants fees used to pay human subjects involved in research projects. Because direct payment or corporate card is available for most travel expenses, travel advances will be limited to those expenses for which a hardship for out-of-pocket expenses while on travel, and expenses that could not have been paid for by direct payment or a Cornell corporate card. Expenses related to visitors should be charged directly to operating account.

• Students – automatically qualify, however, registration fees and airfare should be processed via Procurement Card or Pre-paid travel as appropriate.
NOTE: If a lower cost rate is found at Expedia, Travelocity, etc., you **MUST** provide a quote from AAA and STT to show that you are receiving **significant** savings by purchasing airfare from these sites. In these instances, an advance will be granted.
Direct Billing for Business Travel

• Airfare
• Campus to Campus Bus
• Conference Registration Fees
• Lodging
Airfare

– Use of University Preferred Vendors encouraged for direct pay
  • STT
    – http://stovrofftaylortravel.com/sttonline/cornell/
    – Email: onlinehelp@stovrofftaylortravel.com
  • AAA
    – (800) 954-7687 or (607) 257-3557
    – Email: aaawcny@aaa-alliedgroup.com

• Cornell has negotiated 2% - 5% discounts with Delta and US Airways – to get this discount, you must book through the above.
Any trips that include personal days **MUST** include comparison detail, researched prior to the trip taking place, not after. The comparison must be included in the trip reimbursement. The lesser of the two will be reimbursed.
A&S Policy on Premium Airfare

- The person purchasing the premium airfare needs to get written confirmation from their Department Manager indicating that funds are available in the account to be charged, and can be used for this purpose under the account guidelines.

- Forward this information to the BSC Director along with the request to purchase premium airfare.

- BSC Director will act as the Dean’s delegate for approval **PRIOR** to ticket purchase.
A&S Policy on Premium Airfare...(cont)

• Request should be in writing and contain:
  – Dates of travel
  – Purpose of travel, and

• One of the following conditions have to be met:
  – Any flight segment has a scheduled in-air flight time in excess of six hours, OR
  – For flights that require circuitous service, the total scheduled in-air flight time is in excess of eight hours, OR
  – A medical justification is documented by a primary care provider

• BSC Director or designee will return the approval to the person booking the flight. This approval MUST be included with any payment or reimbursement for the flight.
Fly America Act

- All federally funded travel is subject to the Fly America Act. This requirement must be observed even in instances where foreign carriers are cheaper, provide preferred routing, more convenient, or are part of a frequent-flyer agreement such as Star Alliance.
Exceptions to the Fly America Act

• Open Skies Agreement:
  – Certain countries have treaties that permit travelers to use their airlines for federally funded (except Department of Defense) travel. The current countries include: European Union, Switzerland, Australia and Japan.
Exceptions to the Fly America Act…(cont)

• Travel to and from the U.S. use of a non-U.S. carrier is permissible if:
  – The airport abroad is the origin or destination airport and use of a U.S. carrier would extend the total travel time 24 hours or more than would travel by non-U.S. carrier, or
  – The airport abroad is an interchange point, and use of a U.S. carrier would require the traveler to wait four or more hours to make an overseas connection or would extend the total travel time six hours or more than would travel by a non-U.S. carrier.
Exceptions to the Fly America Act... (cont)

• Travel between points outside the U.S. The use of a non-U.S. carrier is permissible if:
  – Travel by a non-U.S. carrier would eliminate two or more aircraft changes *en route*; or
  – Travel by a U.S. carrier would extend the total travel time six hours or more than would travel by non-U.S. carrier.
  – For all short distance travel, regardless of origin and destination, use of a non-U.S. carrier is permissible if the elapsed travel time on a scheduled flight from origin to destination airport by a non-U.S. carrier is three hours or less and service by a U.S. carrier would double the travel time.
Exceptions to the Fly America Act… (cont)

- Code Sharing – process by which a ticket may be issued by one airline but flown by another, requires that the ticketing airline be the U.S. carrier. Examples:
  - American flight 4332, shown as AA 4332 on the ticket, flown by British Airways, is considered a U.S. carrier.
  - Japan Airways 324, shown on the ticket as JL 324, flown by American Airlines, is not considered a U.S. carrier.
  - American flight 467, shown on the ticket as AA467, that happens to be the same plane as JL 324 above, is a U.S. carrier.
REMINDER: Foreign Flag Carrier Approval Exemption Certification form must be included when there is an exception to the Fly America Act.

**Foreign Flag Carrier Approval Exemption Form**
Campus to Campus Bus

- Transportation between Ithaca and New York City can be reserved and directly billed to a University account through Transportation and Mail Services web pages see www.c2cbus.com/.

- Rates for Cornell Business-Related travel are discounted when paid via direct bill vs payment by credit card.
  - Regular Rate: Round trip $180, One way $90
  - Discounted Rate: Round trip $150, One way $75
Conference Registration fees

• Should generally be charged to a procurement card (either Department or BSC). If a procurement card is not accepted, payment by DV is allowable.
Lodging

- Direct billing for lodging is available (for individual travel) for a limited number of hotels, primarily in Ithaca and New York City.

https://www.dfa.cornell.edu/travel/lodging/directbill
The use of Airbnb or other similar services is not recommended due to the potential risks to the traveler, specifically related to fire protection and physical assault. If you choose to stay in a private residence through the use of these services, you do so at your own risk. Please be sure to provide the receipt of the stay as well as any other documentation as proof of stay; airline boarding passes, conference registration, receipts for taxis, etc. if charging a sponsored account.
Vehicle Rental

- Use of University Preferred Vendors is encouraged
  - Avis – Contract A160490
  - Budget – Contract T413000
  - Enterprise – Contract XZ29019
  - Hertz – Contract 17564
  - National Car Rental – Contract XZ29019
Vehicle Rental…(cont)

- When you rent a passenger vehicle, there are several types of insurance coverage to consider. Some are required and are reimbursable, while others are not.
  - Collision or Loss Damage Waiver (CDW or LDW) – Required
    - If you rent from a preferred vendor using the contract number, this insurance is provided to you at no additional cost.
    - If you do not rent from a preferred vendor or international vendors, you must purchase this insurance. This expense is reimbursable.
  - Liability Insurance (LI) – Required. Generally provided to you at no additional cost, ask if it is supplied. If not, purchase the basic liability rejecting any additional or excess coverage. Only the basic coverage is reimbursable.
Vehicle Rental… (cont)

• Personal Accident Insurance (PAI) – Not reimbursable
• Personal Effects Insurance (PEI) – Not reimbursable
• Any additional or supplemental coverages are not reimbursable
Per Diem

• Per diem is required for all non-hosted meals.
• For meals that are provided by a conference or meeting, the per diem rate will be adjusted accordingly. If traveler chooses not to partake of a provided meal, they must indicate which meal.
• Per diem rate can be manually reduced or limited if traveler/department chooses.
Hosted meals require a Cornell allowable business purpose and include participants from outside Cornell. Cost should generally not exceed 150% of the daily per diem rate for the location per person including tax and tip.

Faculty hosting graduate students and other CU faculty while on travel status requires that the attendees indicate that the meal was provided by an outside source when processing their trip.
Per Diem…(cont)

Business Meal – A meal attended by two or more university staff or faculty members, but no guests. While on university travel, business meals are reimbursed at the per diem rate.
Per Diem...(cont)

Miami Per Diem $64.00
Lunch Per Diem $12.80
In this example, only $12.80 per person or $25.60 total would be reimbursable. This is while on travel status, not same day travel.
Per Diem…(cont)

- Based on the location in which the traveler is staying that evening.
  - For the day of departure and the day of return, reimbursement will be limited to a maximum of 75% of the daily rate. This per diem is based on the location where the traveler stopped for sleep, or, for the day of the return, the last location stopped.

NOTE: If travel on the day of departure begins at or before 7 am local time or if travel on the day of return ends at or after 7 pm local time, the traveler will be entitled to the full per diem for that day.
Per Diem…(cont)

• If any leg of a trip has a stay in one city for 30 days or more, that leg will be reimbursed at 50% of the daily per diem rate.

• Incidentals – approximately $5.00 per day is imbedded within the per diem rate and will not be reimbursed separately.
  – Incidentals are fees and tips to porters, baggage carriers, hotel staff, etc. Federal international per diem rates are inclusive of laundry services and therefore laundry costs are NOT separately reimbursable. Laundry while on domestic travel is NOT allowable unless travel is more than five consecutive working days or when unusual circumstances mandate these services.
Miscellaneous

• Mileage vs Fuel Reimbursement
  – Mileage is reimbursed when a personal vehicle is used while in travel status.
  – Fuel is reimbursed when a rental vehicle is used while in travel status.

• Supplies
  – Items such as research supplies, copy charges or other business supplies purchased while on travel status can be included in the trip reimbursement.
Miscellaneous…(cont)

• Foreign Receipts
  – ALL foreign receipts MUST be translated. Indicate the business purpose, date, amount in US Dollars and any other relevant information necessary to process the receipt.
  – Credit card statements or Oanda records should be included in the reimbursement documentation to indicate currency conversion to US dollars.
Miscellaneous…(cont)

• Legible receipts
  – Before an original receipt is destroyed (based on record retention policy), please verify that the receipts provided are legible in the scanned document.

• To be considered Group Travel, must have 3 or more travelers.
  – Contact your BSC Representative for direct billing options.
Miscellaneous… (cont)

• Conference/Meeting agenda
  – A full copy of the conference or meeting agenda indicating the dates of the meeting should be provided with receipts.

• Using local workers
  – It is possible to be reimbursed for hiring locals for research support and translation services provided you get a receipt signed by the person receiving the funds and not the traveler.
Miscellaneous… (cont)

- Additional forms are required for foreign visitor travel on a B-1, B-2 or visa waiver program
  - Signed Honorarium/Expense Reimbursement Attestation Form
  - Copy of the individual’s passport biographical page
  - Copy of the individual’s B-1 or B-2 visa page (or ESTA approval if traveling via the visa waiver program)
  - I-94 Arrival/Departure card (front and back) or printout.
- Canadians entering the US without obtaining an I-94 card or ESTA may be reimbursed by providing only the signed Honorarium/Expense Reimbursement Attestation form.
NOTE: Unless extenuating circumstances are approved for late submission of a travel reimbursement, reimbursement may be taxable. In **ALL** cases, reimbursement exceeding six months from completion of travel **WILL** be considered taxable income to the traveler and reported to the IRS. Approval by the Dean, Vice President, Vice Provost, or designee is required for all submissions exceeding six months.
Key Points to Remember for Reimbursement

• Business Purpose – Does it include the who, what, when, where and why? Spell out any acronyms.

• Transportation – Include airfare, vehicle rental or mileage. If not included, why? If paid by alternate source, specify.
  – Airfare – Are there personal days included? If so, include comparable airfare quote done at time of purchase with actual dates of travel. Lesser of the two will be reimbursed.
  – Vehicle Rental – Utilize preferred contracts if possible. Additional insurances are not reimbursable.
  – Mileage – Include MapQuest printout.
Key Points…(cont)

• Lodging – Must have room folio that shows zero balance. If room folio has total due, include proof of payment (credit card statement, bank statement, etc.)
• Meals - Will be reimbursed using per diem.
  – Hosted meals – Included participants and itemized receipt
  – Notate meals provided by conference/meeting
• Tolls, Taxis, Bus – If under $75, these can be claimed with no receipts, but MUST include vendor name, date, dollar amount and the to/from if taxi/bus
Key Points…(cont)

- Registration fees – Include as direct paid expense if paid prior to trip on procurement card or DV. If not paid prior, include receipt of payment.
- Itinerary – Included for conference/meetings if possible. This will confirm dates of travel as well as meals provided.
- Foreign Receipts – Translate ALL receipts into English prior to submitting. Also confirm currency (Euros, Pesos, etc.)
Special Exceptions

- There is an exception to every rule. Expenses that are reasonable and necessary but don’t strictly follow the normal reimbursement policies should be discussed with the BSC ahead of processing the reimbursement.
Questions?