

Travel Reimbursement

Checklist COE, CIS, Cornell-Tech

Per Diem ONone

Meals:

Were there any meals provided? If yes, list meal(s)

below:

**Personal Car Mllea1e?** If yes, #of miles and locations

below:

(provide mlles driven, current rate Is .54 cents per mllel

#6 Attach original receipts to this checklist and submit for **processing.**

Supervisor Approval: Net ID

**Prepared** by: Judy L Wllkl Net 1Djlw95 Account Approval: Net ID\_ ]

(at conference or other travelers)

**#5 Account Information**

Ac c\_t# \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ %/$ \_ Ac c\_t# %/$ \_

Acc t \_# \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ %\_/$ \_ \_

#4 Comments/Trip Notes (optlonal)

**#2** Trip **Information**

**0** I prepared the trip on line: Trip# \_ Or (skip to box #6)

* FTC will process travel reimbursement via this form Destination: \_

Trip Dates\_: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Business Purpose of Trip: (who,what,where,when,why)

**#3 Reimbursement Detalls (continued)**

Did you receive **a travel advance?** Amount$ -0-

Did you receive **reimbursement/funds** from other organizations/departments? If yes, list below:

**Expenses prepaid** by Cornell (not reimbursable)? If yes, list below:

Do you have any "unrecelpted" expenses? If yes, list

(under $75; taxi, subway, tolls, postage, etc.)

{paid on pcard, direct bllled hotel orfllght, etc.)

grad school travel grant, conference reimbursements, etc.)

**11** Traveler Information

Nam\_e:\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Net ID,:

D Faculty □ Staff D Student

--------------------------------------------------

0 Send Check to

Mailing Address \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Or

® I Have ACH (Direct Deposit) (If not, Enroll)