

## Travel Reimbursement Procedures For Laboratory Visitors

### Complete the reimbursement form

We give you two copies of the form, which is largely self-explanatory. Please fill in one and sign it; sign the other in blank and mail both along with your receipts to the laboratory to the attention of your host or Bill Franklin (see below). Payment will be made by check. Be sure to include your social security number.

### Air travel

Reimbursement will be made only for coach fare on commercial airlines (US carrier only).

### Personal car use

The current rate is \$0.375 per mile. We will require an explanation of any overage if your mileage claim exceeds by more than 10%, the mileage figure published in the Rand McNally Mileage Guide for the point-to-point trip.

If, for personal reason, you drive your car instead of using a commercial airline, the maximum reimbursement will be the lesser of: a) the equivalent coach class air fare plus published limo service cost, and b) car mileage at the current rate.

### Rental car

Cornell will reimburse the cost of a rental car (including Collision [CDW] and Loss Damage Waiver [LDW] Insurance). Note that Personal Accident Insurance (PAI) and Personal Effects Insurance (PEI) are not reimbursable.

### Per diem

We do not pay a per diem rate. We will reimburse reasonable expenses for meals and lodging.

### Receipts

Submit original receipts for the following to

**Bill Franklin, Wilson Laboratory, Cornell University, Ithaca, NY 14853-8001:**

- 1) lodging
- 2) car rental
- 3) plane, train, or bus tickets (submit the ticket stub or for electronic tickets submit the boarding pass(es) and the priced itinerary)
- 4) tolls and long term parking
- 5) any single expense of \$25.00 or more
- 6) expenses totaling \$25.00 or more