

CLASSE Trip Record(Complete and file with the CLASSE BSC BEFORE making any travel arrangements)

Name:

Destination (location and dates of business portion of the trip):

Purpose of trip (Provide title of workshop/meeting/etc. and explain how the trip benefits the research project supporting the trip):

Project to be charged:

Account or WBS number

(for assistance, contact Lonie Sheldon, 5-5253)

Estimate of Trip Expenses: (must include airfare, lodging, registration fees, meal per diem, and any other known costs):

Airfare: _____ Lodging: _____ Registration Fees: _____

Meal Per Diem: _____ Misc Expenses: _____

Additional info (e.g., fellow travelers, includes personal travel, etc):

for personal travel see page 2

If being reimbursed/paid by outside source, indicate below (i.e. personal, workshop host, another organization). Include documentation.

Departure Date:

Return Date:

Mode of travel (i.e. air, rental car, personal auto):

Reminder: Sponsored air requires US flag carrier

What's the best way to contact you while you are away? (Please enter your information, i.e. JohnDoe@Cornell.edu, 513-668-1234)

E-mail:

Phone:

Other:

EMERGENCY contact information:

This trip: IS Cornell business includes personal travel (see page 2) International Travel - Registration required (<http://travelregistry.cornell.edu/>)

Traveler - check one box above before signing.

If both boxes checked - provide details:

Traveler's Signature:

required

Date:

Supervisor's Signature:

(or email approval)

required

Date:

PI/Project Manager's Signature:

(or email approval)

required

Date:

Department Approval:

Date:

Continued on page 2

Instructions

- 1) All travel must be approved by the traveler, the traveler's supervisor and the PI/project manager **prior** to making travel arrangements. Submit the completed, approved paper form to the CLASSE business office, 305 Wilson Lab, or submit the electronic form with email approvals to wilsec-lepp@cornell.edu.
- 2) When combining personal travel with business travel, the University will only reimburse the business portion of a trip for all expenses.
- 3) When combining personal travel with business travel for airfare **you must obtain & provide two quotes AT THE TIME OF TICKETING** - a priced coach airfare quote that meets the direct business need and your actual priced airfare itinerary (which includes the personal travel). You will be reimbursed for the lesser of the two airfares. **Comparisons cannot be done after the fact!** After the fact documentation of the business portion will not pass sponsor scrutiny or Audit review.
- 4) When leaving from other than a local airport (Ithaca, Syracuse, Binghamton or Elmira), you will be reimbursed for most cost effective travel, which includes the airfare, the cost of transportation to and from the airport, additional lodging, etc. **You must provide two quotes - a priced airfare quote to verify the cost of travel from a local airport and the actual priced airfare itinerary.**
- 5) Travelers are responsible to read and abide by the CLASSE travel guidelines http://www.classe.cornell.edu/rsrc/Home/Internal/AdministrativeResources/Lonie_CLASSE_Travel_Policies_Feb_2016.docx and the Cornell Travel Policy https://www.dfa.cornell.edu/sites/default/files/vol3_2.pdf
- 6) **NOTE to PI's:** As a reminder, when combining personal travel with business travel **a quote must be obtained at the time of ticketing that documents the cost of the business travel.** Comparisons cannot be done after the fact. This policy compliance is very important, especially in regard to sponsored funds. After the fact documentation of the business portion will not pass sponsor scrutiny or Audit review. Non-compliance could result in the expense being charged to the PI's unrestricted funds.
- 7) **Traveler:** You are responsible for notifying your travel arranger (Katerina/Megan, etc.) when obtaining your airline tickets that it includes personal travel and they will work with you to obtain the quote for the business travel.
- 8) International Travel - to protect you while you travel abroad, and to help Cornell manage its non-U.S. compliance obligations, **effective immediately, all staff members are required to pre-register any travel outside the U.S. in the International Travel Registry** (<http://travelregistry.cornell.edu/>) - effective 9/28/15.