



# Cornell University Payment and Tax Services

## Travel Reimbursement Request

Date

Payee's Last Name	Payee's First Name	Unit Name
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Relationship to Cornell (check one please)		Please describe		Campus Address
<input type="checkbox"/> Cornell Employee	<input type="checkbox"/> Cornell Student	<input type="checkbox"/> Other		

Home Address	City/Town	State/Province	Country	Zip/Postal Code
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Business Purpose of Trip/Expenditure (required)  
**Attend the arXiv Scientific Advisory Board (09/21/2015) and/or the arXiv Member Advisory Board meetings (09/22/2015)**

<b>LEFT FROM</b>	<b>ON</b>	<b>TO</b>	<b>HOME ON</b>
(Location)	(Date)	(Location)	(Date)

		TOTALS	
<b>Lodging</b>	(Room costs only, enter meals, incidentals and miscellaneous below)		
<b>Meals</b>	(Check one - method selected must apply to entire trip) <input type="checkbox"/> Per Diem Method OR <input type="checkbox"/> Receipt Method	\$ -	If using per diem, deduct 20% B, 20% L, 60% D for hosted business meals or meals otherwise provided
	Alcohol/Bar Costs (Business Meals & Receipt Method only)		Use Federal Unallowable Object Code
	Hosted Business Meals (Provide details on next page)		ITEMIZED Receipts Required
<b>Meals total</b>		\$ -	
<b>Transportation</b>			
Airfare (including travel agent/booking service fees)		\$ -	
Auto Rental & Gas			
Tolls & Parking			
Train, Bus, Taxi, Limo			
Personal Auto _____ Miles @ \$ - IRS rate			For IRS mileage rates, see: <a href="http://www.dfa.cornell.edu/payments/">www.dfa.cornell.edu/payments/</a>
<b>Transportation total</b>			
<b>Miscellaneous</b> (please explain)			
<b>TOTAL EXPENSES</b>			

**You must be currently enrolled in AP Direct Deposit to select this payment method for this reimbursement.**  
[Sign up for AP Direct Deposit for future reimbursements.](#)

Less advances*		<input type="checkbox"/> Direct Deposit
Amount Due Payee		<input type="checkbox"/> Campus Mail (addr. above)
Amount Due Cornell		<input type="checkbox"/> US Mail to home
*Advance Acct. #		<input type="checkbox"/> Day Hall Pickup (name/ext)
- A	-1310	

**NOTE: You may NOT code expenses to Endowed and Contract College accounts on the same voucher.**

Bps	Account Number	Object	Project	DUO	Amount	1099	
						Code	Amount
	L68 - 3714						
	-						
	-						
	-						
<b>Total (must equal Total Expenses above)</b>					\$ -		

**Payee Certification & Approvals**  
 I certify that these charges are accurate and that I am not claiming reimbursement from another source.

Payee Signature \_\_\_\_\_ Date \_\_\_\_\_ Prepared by: \_\_\_\_\_ E-mail \_\_\_\_\_ Ext \_\_\_\_\_

Signature Authority Approval \_\_\_\_\_ Date \_\_\_\_\_ Enter/Print Name \_\_\_\_\_ E-mail \_\_\_\_\_ Ext \_\_\_\_\_