### Travel Reimbursement Request

_Payee’s Last Name_ | _Payee’s First Name_ | _Unit Name_
---|---|---

**Relationship to Cornell (check one please)**
- Cornell Employee
- Cornell Student
- Other

**Please describe**

**Campus Address**

**Home Address**

- City/Town
- State/Province
- Country
- Zip/Postal Code

**Business Purpose of Trip/Expenditure (required)**

**LEFT FROM**

(Location) | (Date) | (Location) | (Date) | **TOTALS**
---|---|---|---|---

**Lodging** *(Room costs only, enter meals, incidentals and miscellaneous below)*

**Meals** *(Check one - method selected must apply to entire trip)*

- Per Diem Method
- Receipt Method

**Alcohol/Bar Costs** *(Business Meals & Receipt Method only)*

**Hosted Business Meals** *(Provide details on next page)*

**Meals total** $-

**Transportation**

- Airfare (including travel agent/booking service fees)
- Auto Rental & Gas
- Tolls & Parking
- Train, Bus, Taxi, Limo

**Transportation total** $-

**Miscellaneous** *(please explain)*

**TOTAL EXPENSES**

<table>
<thead>
<tr>
<th>Less advances*</th>
<th>Direct Deposit</th>
<th>Amount Due Payee</th>
<th>Direct Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>*Advance Acct. #</th>
<th>Amount Due Cornell</th>
</tr>
</thead>
<tbody>
<tr>
<td>- A</td>
<td>1310</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Bps</th>
<th>Account Number</th>
<th>Object</th>
<th>Project</th>
<th>DUO</th>
<th>Amount</th>
<th>Code</th>
<th>Amount</th>
</tr>
</thead>
</table>

**Total (must equal Total Expenses above)** $-

**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.**