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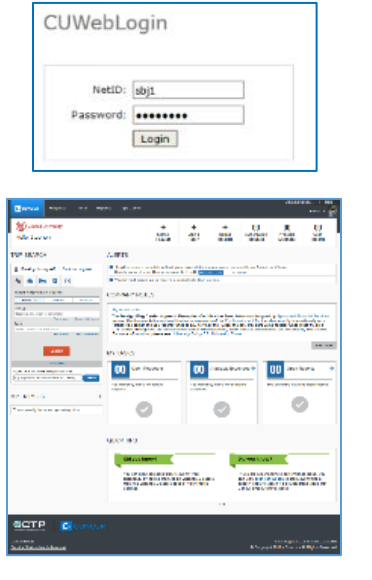
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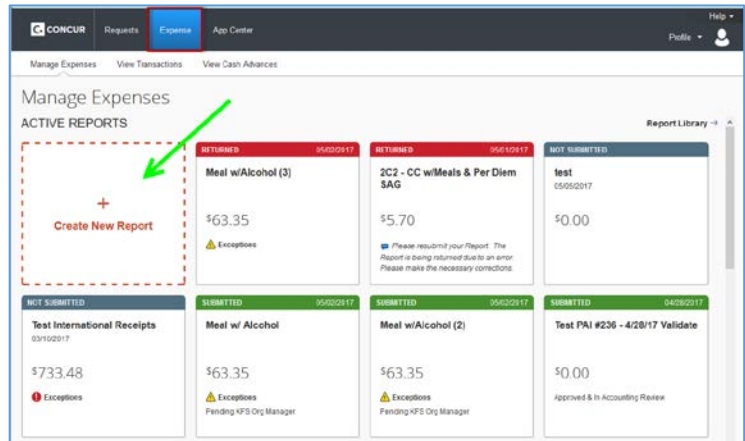
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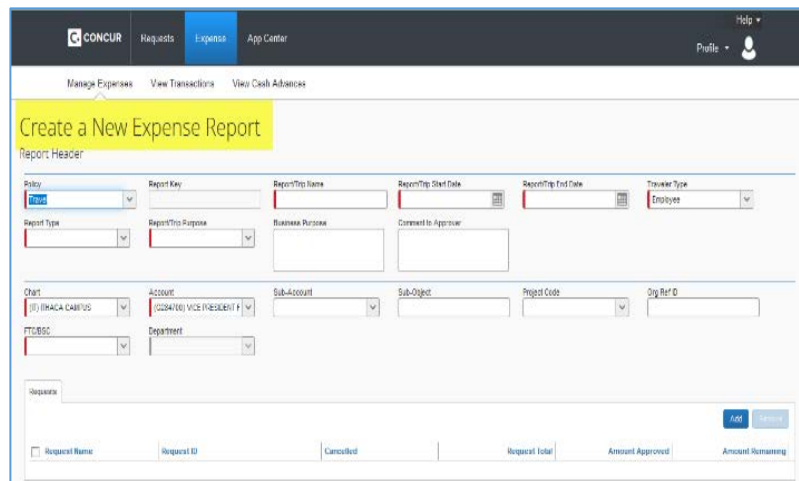
<p>Login into Concur</p>	<ul style="list-style-type: none">• Go to the website at: concur.cornell.edu• Enter your user name (your NetID) and password. If you cannot remember your password, you can click on 'I forgot password' to have a temporary password emailed to you.• Click Login. You may need to complete the two-step login process, if applicable.• You should now be at the main Concur Home Page.	 <p>The image contains two screenshots. The top screenshot shows the 'CUWebLogin' form with fields for 'NetID: sby1' and 'Password: *****', and a 'Login' button. The bottom screenshot shows the 'Concur Home Page' with various navigation options and a 'My Info' section.</p>
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Create an Expense Report

- Click the **Expense** tab



- Click **+Create New Report**
- Complete the required fields (highlighted in red on the left).



- Policy:** This defaults to **Travel**.
- There are two other policies which include Recruitment-Athletics (used by Athletics only) or Non-Travel Business Expense. This policy is used for local hosted meals and/or supplies purchased on your Corporate Card.
- Report/Trip Purpose:** Select the appropriate purpose. If you are using Sponsored funds, select **Sponsored Travel**. If you have mixed purpose, select **Other/Multiple Purpose**. **Both** of these trip purposes require the **Business Purpose** field to be completed.

	<ul style="list-style-type: none">• Note: International travel requires the entry of the Project Code of the destination country for all allocations (Report Header and/or Expense Type). Select the code for the main country visited from the drop-down list. Trips that contain both domestic and international travel should be coded as international travel.• Click Next
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Travel Allowances (Per Diem)

You have the option to claim Per Diem or Receipted method for your meals and incidental expense reimbursement.

Will you be claiming Per Diem?
Click **Yes** for Per Diem or **No** for receipted method.

Note: You cannot mix the two together during a single trip.

Itinerary (allowance for meals being claimed by Per Diem)

- An itinerary is a way to identify your location(s) during your travel which calculates the Per Diem rate. If you are using Corporate Travel Partners (CTP) for your bookings will automatically flow into Concur or if you have booked outside of Concur, you can email your itinerary to plans@concur.com and your itinerary will be available to import.

- Click **Import Itinerary**
- Itinerary requires information regarding your Departure City, Date and Time along with the Arrival City, Date and Time.
- Highlighted fields will be automatically filled.
- Click **Next** to continue.

- **Per Diem** rate is automatically calculated based on policy. You can check to Exclude any provided meals, if needed.

Exclude (Alt)	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	03/06/17 Denver, Colorado	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$1.75
<input type="checkbox"/>	03/07/17 Denver, Colorado	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$8.00
<input type="checkbox"/>	03/08/17 Denver, Colorado	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$1.75

- Click **Updated Expenses**

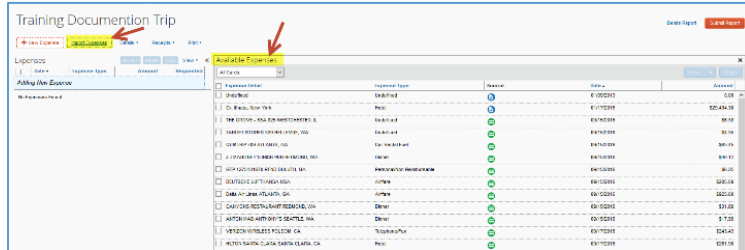
Note: Cornell is using the GSA per diem rate, which includes \$5.00 incidentals. This means if a meal was provided you will still receive a minimum of \$5.00 for incidental expenses.

If the Per Diem rate needs to be adjusted for any reason, please see **Per Diem Adjustment** expense type to enter the adjustment.

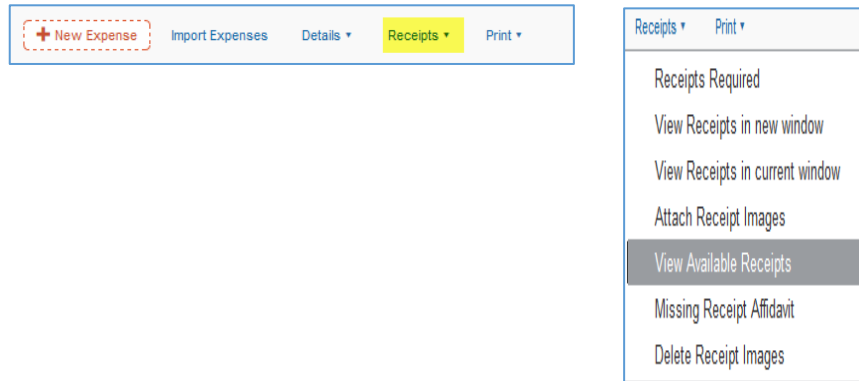
Creating New Expenses

Importing Expenses: If you emailed your receipts via receipts@expenseit.com or used your Corporate Card, your receipt(s)/expenses will be waiting to be processed in your **Available Expenses** or **View Available Receipts**.

- To use Available Expenses, click the **Import Expenses** link.



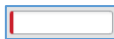
To find your Available Receipts, drop-down the **Receipts** tab and click **View Available Receipts**.



Travel Expenses are based on All Expense Types (see below) that can be selected while processing an Expense Report.

All Expense Types			
01. Travel Expenses	...02. Transportation	05. Office Expenses	...07. Fees
Hotel	Parking	Courier/Shipping/Freight	Fees - Memberships & Subscriptions
Incidentals	Personal Car Mileage	Non Capital Computer Equipment/Software	Travel Agency Fees
Laundry	Taxi	Office Supplies	08. Other
Travel Related Miscellaneous	Tolls	Postage	Intersession-Athletics Expenses
02. Transportation	Train	Printing/Photocopying/Stationery	Other General Expenses
Airfare	03. Individual Meals	06. Communications	Personal/Non Reimbursable
Airline Fees	Breakfast	Internet/Online Fees	Personal/Reimbursable
Car Rental	Dinner	Mobile/Cellular Phone	Recruitment - Employment
Car Rental Fuel	Lunch	Telephone/Fax	Token Gift in Lieu of Housing
Car Service/Limousine	Per Diem Adjustment	07. Fees	Token Gift of Appreciation
Charter Bus/Transfers	04. Meals & Entertainment	Conference/Meeting Registration Fee	09. Relocation
Other Ground Transportation	Group/Business/Hosted Meal	Employee Training/Registration Fees	Relocation Expenses - Taxable
...09. Relocation			
Relocation Expenses- Non Taxable			

- The best practice is to use your corporate card during your business-travel, which will automatically become **Available Expenses** that can be selected and added to your Expense Report.
- Email image(s) of each of your receipts to receipts@expenseit.com. **Note:** Receipts can be scanned or a good, clear photo taken with your mobile device and emailed into the system. If you choose to not use Expenselit, you can email your receipts to receipts@concur.com.
- Concur will read the receipt with **Optical Character Recognition (OCR)** technology and will **automatically itemize the expense (for hotel receipts only)**. The OCR technology will complete the required fields for the specific expense type.
 - For example for Hotel receipts, the OCR technology will complete the Vendor, Dates of stay, Hotel Room Rate, Hotel Tax, Meals, etc. based on the data found on the receipt. **NOTE:** You will want to verify the OCR information is correct and update any information that is not.
- Required fields for each Expense Type are identified with a *“red” line* on the left side of the field.



The **default setting** for all expense types are **Federal Allowable** because a very small percentage of expenses are Federal Unallowable, such as premium airfare or alcohol. If you have an expense type that should be marked Federal Unallowable, you can do that at the parent level or the itemization level.

Note: If the parent expense type is Federal Allowable but part of the itemization is Federal Unallowable, you will need to change the setting at the itemization level. The setting of **Federal Unallowable** is constant for **Premium Airfare** itemization and **Alcohol**.

- The **object code** is not part of the editable accounting string in Concur. The object codes have been built and assigned in the system (based on Report Type) for: Domestic, International, Student Mission-Domestic, Student Mission-International, Non-Travel Business Expense and Recruitment-Athletics. These “Object Codes by Expense Type” spreadsheets are available on the [Concur Training Resources](#) page.

Travel Expenses

Hotel

01. Travel Expenses

Hotel

Incidentals

Laundry

Travel Related Miscellaneous

Use this expense type for your hotel/lodging expenses. The best practice is to email your receipts to receipts@expenseit.com. By doing so, the OCR technology will read your receipt and **automatically itemize** the hotel bill for you.

If you do not use Expenselt to email your receipts, you can email them to receipts@concur.com and it will be an **Available Receipt** image in Concur for you to view/select when completing your Expense Report.

- Select the **Hotel** expense type and complete the required fields.

- Click **Itemize** in the bottom right hand corner.

- Enter the Check-In Date, Check-Out Date, Room Rate and Room Tax, click **Save Itemizations**

- **Note:** only complete the Additional Charges (each night) in the itemization if there is an expense on your hotel bill that needs to be itemized for each night.

- Another screen will display that has a drop-down of Expense Types to choose from. You would use this if you had a meal (breakfast, lunch or dinner), Personal Non-Reimbursable charge (movie, fitness), etc. and itemize the remaining amount displaying in the upper right hand corner of your itemization window.

- Click **Save**

<p>Incidentals</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>01. Travel Expenses</p> <ul style="list-style-type: none"> Hotel <li style="background-color: yellow;">Incidentals Laundry Travel Related Miscellaneous </div>	<p>Incidentals are expenses that arise during business travel such as fees and tips to porters, baggage carriers, and hotel staff.</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>New Expense</p> <table border="0" style="width: 100%;"> <tr> <td>Expense Type Incidentals</td> <td>Transaction Date [Calendar]</td> <td>Expense Report Type 1. Domestic Travel</td> <td>Report/Trip Purpose Conference</td> <td>Additional Information [Text Box]</td> </tr> <tr> <td>Vendor [Text Box]</td> <td>City of Purchase [Text Box]</td> <td>Payment Type Out of Pocket</td> <td>Amount [Text Box] USD</td> <td>Comment to Approver [Text Box]</td> </tr> </table> <p>Federal Allowable/Unallowable Federal Allowable</p> </div> <p>Note: The GSA Per Diem Rate (M&IE) includes \$5.00 for incidentals expenses. If all meals were provided on a day, you will still receive the \$5.00 for incidentals.</p>	Expense Type Incidentals	Transaction Date [Calendar]	Expense Report Type 1. Domestic Travel	Report/Trip Purpose Conference	Additional Information [Text Box]	Vendor [Text Box]	City of Purchase [Text Box]	Payment Type Out of Pocket	Amount [Text Box] USD	Comment to Approver [Text Box]
Expense Type Incidentals	Transaction Date [Calendar]	Expense Report Type 1. Domestic Travel	Report/Trip Purpose Conference	Additional Information [Text Box]							
Vendor [Text Box]	City of Purchase [Text Box]	Payment Type Out of Pocket	Amount [Text Box] USD	Comment to Approver [Text Box]							
<p>Laundry</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>01. Travel Expenses</p> <ul style="list-style-type: none"> Hotel Incidentals <li style="background-color: yellow;">Laundry Travel Related Miscellaneous </div>	<p>Use this expense type only if it's not part of your hotel bill. If you received Laundry service at the hotel, this will become an itemized item on your hotel bill.</p> <p>This expense type is used infrequently and only where necessary due to an absence from home for more than five consecutive workdays, or when unusual circumstances mandate these services.</p> <p>Note: This service is only reimbursable for domestic travel.</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>New Expense</p> <table border="0" style="width: 100%;"> <tr> <td>Expense Type Laundry</td> <td>Transaction Date [Calendar]</td> <td>Expense Report Type 1. Domestic Travel</td> <td>Report/Trip Purpose Conference</td> <td>Additional Information [Text Box]</td> </tr> <tr> <td>Vendor [Text Box]</td> <td>City of Purchase [Text Box]</td> <td>Payment Type Out of Pocket</td> <td>Amount [Text Box] USD</td> <td>Comment to Approver [Text Box]</td> </tr> </table> <p>Federal Allowable/Unallowable Federal Allowable</p> </div> <p>International travel per diem rates are inclusive of laundry service and therefore laundry costs are not separately reimbursable.</p>	Expense Type Laundry	Transaction Date [Calendar]	Expense Report Type 1. Domestic Travel	Report/Trip Purpose Conference	Additional Information [Text Box]	Vendor [Text Box]	City of Purchase [Text Box]	Payment Type Out of Pocket	Amount [Text Box] USD	Comment to Approver [Text Box]
Expense Type Laundry	Transaction Date [Calendar]	Expense Report Type 1. Domestic Travel	Report/Trip Purpose Conference	Additional Information [Text Box]							
Vendor [Text Box]	City of Purchase [Text Box]	Payment Type Out of Pocket	Amount [Text Box] USD	Comment to Approver [Text Box]							
<p>Travel Related Misc.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>01. Travel Expenses</p> <ul style="list-style-type: none"> Hotel Incidentals Laundry <li style="background-color: yellow;">Travel Related Miscellaneous </div>	<p>This expense type will be used VERY infrequently for non-personal travel related expenses NOT covered under any other Expense Types.</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>New Expense Available Receipts</p> <table border="0" style="width: 100%;"> <tr> <td>Expense Type Travel Related Miscellaneous</td> <td>Transaction Date 05/03/2017</td> <td>Expense Report Type 1. Domestic Travel</td> <td>Report/Trip Purpose Meeting/Interview</td> <td>Additional Information [Text Box]</td> </tr> <tr> <td>Vendor [Text Box]</td> <td>City of Purchase [Text Box]</td> <td>Payment Type Out of Pocket</td> <td>Amount [Text Box] USD</td> <td>Comment to Approver [Text Box]</td> </tr> </table> <p>Federal Allowable/Unallowable Federal Allowable</p> </div> <p>Note: For ground transportation (e.g., taxis, airport shuttle services, public transportation, etc.) use Taxi or Other Ground Transportation expense types.</p>	Expense Type Travel Related Miscellaneous	Transaction Date 05/03/2017	Expense Report Type 1. Domestic Travel	Report/Trip Purpose Meeting/Interview	Additional Information [Text Box]	Vendor [Text Box]	City of Purchase [Text Box]	Payment Type Out of Pocket	Amount [Text Box] USD	Comment to Approver [Text Box]
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Vendor [Text Box]	City of Purchase [Text Box]	Payment Type Out of Pocket	Amount [Text Box] USD	Comment to Approver [Text Box]							

Transportation

Airfare

02. Transportation

Airfare

- Airline Fees
- Car Rental
- Car Rental Fuel
- Car Service/Limousine
- Charter Bus/Transfers
- Other Ground Transportation
- Parking
- Personal Car Mileage
- Taxi
- Tolls
- Train

Was Premium Airfare booked?

- If Premium Airfare was booked, select **Yes** from the drop down window (default is No).
- Once all required fields are completed, click **Itemize** at the bottom of the screen

- This will allow you to enter the economy airfare cost and break out the Premium and/or Personal/Non Reimbursable portion of your trip. **Note:** The Premium Airfare portion represents the delta above economy class.
- The Airfare amount equals the economy price and then you need to enter the Premium Airfare amount (the difference). The total amount of the Airfare has to equal the total amount of the expense (Airfare plus Premium= Total Amount).

Total Amount: \$500.00 | Itemized: \$0.00 | Remaining: \$500.00

- If the Premium Airfare is personal, check the box for Personal Expense. **Note:** The Personal/Non Reimbursable is the cost for personal legs of travel.

Airfare, cont'd.

Are you traveling on behalf of a Sponsored Award?

- Were U.S. Flag Carriers used for all travel during this trip?
- If **no** is selected from the drop-down menu another field **Fly America Act Exemption** field will appear.
- Select the appropriate reason from the drop-down list.
- **Note:** If there are multiple reasons, **Select #11 – Multiple items above** and then list all applicable numbers from the drop-down menu in the **Comment to Approver field**. This is necessary for sponsored reporting purposes.

Fly America Act Exemption

Expense Type: Airfare

Report/Trip Purpose: Conference

Vendor: American Airlines

Were U.S. Flag Carriers used for all travel during this trip? No

Amount: 500.00 USD

Out of Pocket:

Federal Allowable/Unallowable:

Federal Allowable:

Comment to Approver: **Must enter the applicable numbers from the list above.**

Exemption List:

01. Origin or interchange point not served by U.S. flag carrier
02. Open Skies Agreement exists with origin/destination country
03. A coach-class seat is not available on a U.S. flag carrier
04. Safety or medical concerns (prior approval required)
05. U.S. flag carrier reroutes traveler via foreign flag carrier
06. U.S. flag carrier extends travel >=24 hrs over foreign carrier
07. U.S. flag carrier extends travel >= 6 hr
08. U.S. flag carrier increases aircraft changes >=2 outside U.S.
09. Foreign carrier travel <= 3 hrs & U.S. carrier doubles travel
10. U.S. flag carrier requires layover >=4 hrs overseas
11. Multiple items above. List all #'s in Comment to Approver Box

- If the sponsored award **does not** allow Premium Airfare, you will need to allocate the premium portion to a non-sponsored account. To do this, click the **Allocation** button at the bottom of the expense type.

Save Itemize **Allocate** Attach Receipt Cancel

- Change the **Allocate By** from **Percentage** to **Amount** (default is Percentage) and enter the non-sponsored account for the Premium Airfare portion to be expensed to **Amount**.

Allocations Total: \$500.00 Allocated: \$500.00 (100%) Remaining: \$0.00 (0%)

Allocate By: **Percentage** Add New Allocation Delete Selected Allocations Favorites Add to Favorites

<input type="checkbox"/>	Chart	* Account	Sub-Account	Sub-Object	Project Code	Org Ref ID	Code
<input type="checkbox"/>	100	(IT) ITHACA C...	(F254700) OR...				IT-F254700

Allocate By: **Amount**

Allocations Total: \$500.00 Allocated: \$500.00 (100%) Remaining: \$0.00 (0%)

<input type="checkbox"/>	Chart	* Account	Sub-Account	Sub-Object	Project Code	Org Ref ID	Code
<input type="checkbox"/>	\$500.00	(IT) ITHACA C...	(F254700) OR...				IT-F254700

<p>Airline Fees</p> <div style="border: 1px solid black; padding: 5px;"> <p>02. Transportation</p> <ul style="list-style-type: none"> Airfare <li style="background-color: yellow;">Airline Fees Car Rental Car Rental Fuel Car Service/Limousine Charter Bus/Transfers Other Ground Transportation Parking Personal Car Mileage Taxi Tolls Train </div>	<p>Use this expense type for baggage fees and other airline fees (e.g., change fees, etc.).</p> <div style="border: 1px solid gray; padding: 10px; margin-top: 10px;"> <p>Expense</p> <table border="0"> <tr> <td>Expense Type Airline Fees</td> <td>Transaction Date 04/25/2017</td> <td>Expense Report Type 1. Domestic Travel</td> </tr> <tr> <td>Report/Trip Purpose Conference</td> <td>Additional Information</td> <td>Vendor</td> </tr> <tr> <td>City of Purchase</td> <td>Payment Type Out of Pocket</td> <td>Amount 500.00 USD</td> </tr> <tr> <td>Comment to Approver</td> <td>Federal Allowable/Unallowable Federal Allowable</td> <td></td> </tr> </table> </div>	Expense Type Airline Fees	Transaction Date 04/25/2017	Expense Report Type 1. Domestic Travel	Report/Trip Purpose Conference	Additional Information	Vendor	City of Purchase	Payment Type Out of Pocket	Amount 500.00 USD	Comment to Approver	Federal Allowable/Unallowable Federal Allowable	
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<p>Car Rental</p> <div style="border: 1px solid black; padding: 5px;"> <p>02. Transportation</p> <ul style="list-style-type: none"> Airfare Airline Fees <li style="background-color: yellow;">Car Rental Car Rental Fuel Car Service/Limousine Charter Bus/Transfers Other Ground Transportation Parking Personal Car Mileage Taxi Tolls Train </div>	<p>If you booked your Car Rental using CTP (Corporate Travel Planners) your car rental receipt will be in your Available Expenses to assign to your expense report.</p> <div style="border: 1px solid gray; padding: 10px; margin-top: 10px;"> <p>Expense</p> <table border="0"> <tr> <td>Expense Type Car Rental</td> <td>Transaction Date 04/25/2017</td> <td>Expense Report Type 1. Domestic Travel</td> </tr> <tr> <td>Report/Trip Purpose Conference</td> <td>Additional Information</td> <td>Vendor</td> </tr> <tr> <td>City of Purchase</td> <td>Payment Type Out of Pocket</td> <td>Amount 500.00 USD</td> </tr> <tr> <td>Comment to Approver</td> <td>Federal Allowable/Unallowable Federal Allowable</td> <td></td> </tr> </table> </div>	Expense Type Car Rental	Transaction Date 04/25/2017	Expense Report Type 1. Domestic Travel	Report/Trip Purpose Conference	Additional Information	Vendor	City of Purchase	Payment Type Out of Pocket	Amount 500.00 USD	Comment to Approver	Federal Allowable/Unallowable Federal Allowable	
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City of Purchase	Payment Type Out of Pocket	Amount 500.00 USD											
Comment to Approver	Federal Allowable/Unallowable Federal Allowable												

<p>Car Rental Fuel</p> <div style="border: 1px solid black; padding: 5px;"> <p>02. Transportation</p> <ul style="list-style-type: none"> Airfare Airline Fees Car Rental <li style="background-color: yellow;">Car Rental Fuel Car Service/Limousine Charter Bus/Transfers Other Ground Transportation Parking Personal Car Mileage Taxi Tolls Train </div>	<p>Use this expense type for the purchase of fuel when renting a car.</p> <p>Note: If you drive your personal automobile for university business travel, the university will provide reimbursement for your business miles based on the IRS' standard mileage rate, which includes all gas, oil, repairs, and insurance costs. See Personal Car Mileage expense type.</p> <div style="border: 1px solid gray; padding: 10px; margin-top: 10px;"> <p>Expense</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Expense Type <input type="text" value="Car Rental Fuel"/></td> <td style="width: 33%;">Transaction Date <input type="text" value="04/25/2017"/></td> <td style="width: 33%;">Expense Report Type <input type="text" value="1. Domestic Travel"/></td> </tr> <tr> <td>Report/Trip Purpose <input type="text" value="Conference"/></td> <td>Additional Information <input type="text"/></td> <td>Vendor <input type="text"/></td> </tr> <tr> <td>City of Purchase <input type="text"/></td> <td>Payment Type <input type="text" value="Out of Pocket"/></td> <td>Amount <input type="text" value="500.00"/> <input type="text" value="USD"/></td> </tr> <tr> <td>Comment to Approver <input type="text"/></td> <td>Federal Allowable/Unallowable <input type="text" value="Federal Allowable"/></td> <td></td> </tr> </table> </div>	Expense Type <input type="text" value="Car Rental Fuel"/>	Transaction Date <input type="text" value="04/25/2017"/>	Expense Report Type <input type="text" value="1. Domestic Travel"/>	Report/Trip Purpose <input type="text" value="Conference"/>	Additional Information <input type="text"/>	Vendor <input type="text"/>	City of Purchase <input type="text"/>	Payment Type <input type="text" value="Out of Pocket"/>	Amount <input type="text" value="500.00"/> <input type="text" value="USD"/>	Comment to Approver <input type="text"/>	Federal Allowable/Unallowable <input type="text" value="Federal Allowable"/>	
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Report/Trip Purpose <input type="text" value="Conference"/>	Additional Information <input type="text"/>	Vendor <input type="text"/>											
City of Purchase <input type="text"/>	Payment Type <input type="text" value="Out of Pocket"/>	Amount <input type="text" value="500.00"/> <input type="text" value="USD"/>											
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<p>Car Service/Limousine</p> <div style="border: 1px solid black; padding: 5px;"> <p>02. Transportation</p> <ul style="list-style-type: none"> Airfare Airline Fees Car Rental Car Rental Fuel <li style="background-color: yellow;">Car Service/Limousine Charter Bus/Transfers Other Ground Transportation Parking Personal Car Mileage Taxi Tolls Train </div>	<p>Use this expense type for Car Service/Limousine (e.g. Uber, black-car service, limousine) when it represents the most efficient and cost-effective method.</p> <div style="border: 1px solid gray; padding: 10px; margin-top: 10px;"> <p>Expense</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Expense Type <input type="text" value="Car Service/Limousine"/></td> <td style="width: 33%;">Transaction Date <input type="text" value="04/25/2017"/></td> <td style="width: 33%;">Expense Report Type <input type="text" value="1. Domestic Travel"/></td> </tr> <tr> <td>Report/Trip Purpose <input type="text" value="Conference"/></td> <td>Additional Information <input type="text"/></td> <td>Vendor <input type="text"/></td> </tr> <tr> <td>City of Purchase <input type="text"/></td> <td>Payment Type <input type="text" value="Out of Pocket"/></td> <td>Amount <input type="text" value="500.00"/> <input type="text" value="USD"/></td> </tr> <tr> <td>Comment to Approver <input type="text"/></td> <td>Federal Allowable/Unallowable <input type="text" value="Federal Allowable"/></td> <td></td> </tr> </table> </div>	Expense Type <input type="text" value="Car Service/Limousine"/>	Transaction Date <input type="text" value="04/25/2017"/>	Expense Report Type <input type="text" value="1. Domestic Travel"/>	Report/Trip Purpose <input type="text" value="Conference"/>	Additional Information <input type="text"/>	Vendor <input type="text"/>	City of Purchase <input type="text"/>	Payment Type <input type="text" value="Out of Pocket"/>	Amount <input type="text" value="500.00"/> <input type="text" value="USD"/>	Comment to Approver <input type="text"/>	Federal Allowable/Unallowable <input type="text" value="Federal Allowable"/>	
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<p>Charter Bus/Transfers</p> <div style="border: 1px solid black; padding: 5px;"> <p>02. Transportation</p> <ul style="list-style-type: none"> Airfare Airline Fees Car Rental Car Rental Fuel Car Service/Limousine <li style="background-color: yellow;">Charter Bus/Transfers Other Ground Transportation Parking Personal Car Mileage Taxi Tolls Train </div>	<p>If you traveled via Campus to Campus (C2C) bus the Payment Type options are:</p> <ul style="list-style-type: none"> • Direct-billed to Cornell <ul style="list-style-type: none"> ○ If you direct-billed this to Cornell, in Concur, you must select Pre-Paid/Other Method as the payment type. • U.S. Bank Corporate Credit Card <ul style="list-style-type: none"> ○ If you used your U.S. Bank corporate card, in Concur, this will show up as an Available Expense and the payment type will automatically be selected as Corp Credit Card. • Personal Credit Card <ul style="list-style-type: none"> ○ If you used your personal credit card, in Concur, select Out of Pocket as the payment type. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>New Expense Available Receipts</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Expense Type Travel Related Miscellaneous</td> <td style="width: 20%;">Transaction Date 05/03/2017</td> <td style="width: 20%;">Expense Report Type 1. Domestic Travel</td> <td style="width: 20%;">Report/Trip Purpose Meeting/Interview</td> <td style="width: 20%;">Additional Information</td> </tr> <tr> <td>Vendor</td> <td>City of Purchase</td> <td>Payment Type Out of Pocket</td> <td>Amount</td> <td>USD</td> </tr> <tr> <td colspan="5">Federal Allowable/Unallowable Federal Allowable</td> </tr> </table> </div> <p>Note: For C2C direct-billed (Pre-Paid/Other Method), the Vendor field is required. From the drop-down Vendor field, select Campus to Campus.</p>	Expense Type Travel Related Miscellaneous	Transaction Date 05/03/2017	Expense Report Type 1. Domestic Travel	Report/Trip Purpose Meeting/Interview	Additional Information	Vendor	City of Purchase	Payment Type Out of Pocket	Amount	USD	Federal Allowable/Unallowable Federal Allowable				
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<p>Other Ground Transportation</p> <div style="border: 1px solid black; padding: 5px;"> <p>02. Transportation</p> <ul style="list-style-type: none"> Airfare Airline Fees Car Rental Car Rental Fuel Car Service/Limousine Charter Bus/Transfers <li style="background-color: yellow;">Other Ground Transportation Parking Personal Car Mileage Taxi Tolls Train </div>	<p>Use this expense type for airport shuttle services, public transportation, etc. For Taxi, see Taxi expense type. For Car Service, see Car Service/Limousine.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>New Expense</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Expense Type Other Ground Transportation</td> <td style="width: 20%;">Transaction Date</td> <td style="width: 20%;">Expense Report Type 1. Domestic Travel</td> <td style="width: 20%;">Report/Trip Purpose Conference</td> <td style="width: 20%;">Additional Information</td> </tr> <tr> <td>Vendor</td> <td>City of Purchase</td> <td>Payment Type Out of Pocket</td> <td>Amount</td> <td>USD</td> </tr> <tr> <td colspan="5">Federal Allowable/Unallowable Federal Allowable</td> </tr> </table> </div>	Expense Type Other Ground Transportation	Transaction Date	Expense Report Type 1. Domestic Travel	Report/Trip Purpose Conference	Additional Information	Vendor	City of Purchase	Payment Type Out of Pocket	Amount	USD	Federal Allowable/Unallowable Federal Allowable				
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<p>Parking</p> <div style="border: 1px solid black; padding: 5px;"> <p>02. Transportation</p> <ul style="list-style-type: none"> Airfare Airline Fees Car Rental Car Rental Fuel Car Service/Limousine Charter Bus/Transfers Other Ground Transportation <li style="background-color: yellow;">Parking Personal Car Mileage Taxi Tolls Train </div>	<p>Use this expense type only if the parking is not part of your hotel bill. If you were charged for Parking at the hotel, this will be an itemized expense on your hotel bill.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>New Expense</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Expense Type Parking</td> <td style="width: 20%;">Transaction Date</td> <td style="width: 20%;">Expense Report Type 1. Domestic Travel</td> <td style="width: 20%;">Report/Trip Purpose Conference</td> <td style="width: 20%;">Additional Information</td> </tr> <tr> <td>Vendor</td> <td>City of Purchase</td> <td>Payment Type Out of Pocket</td> <td>Amount</td> <td>USD</td> </tr> <tr> <td colspan="5">Federal Allowable/Unallowable Federal Allowable</td> </tr> </table> </div>	Expense Type Parking	Transaction Date	Expense Report Type 1. Domestic Travel	Report/Trip Purpose Conference	Additional Information	Vendor	City of Purchase	Payment Type Out of Pocket	Amount	USD	Federal Allowable/Unallowable Federal Allowable				
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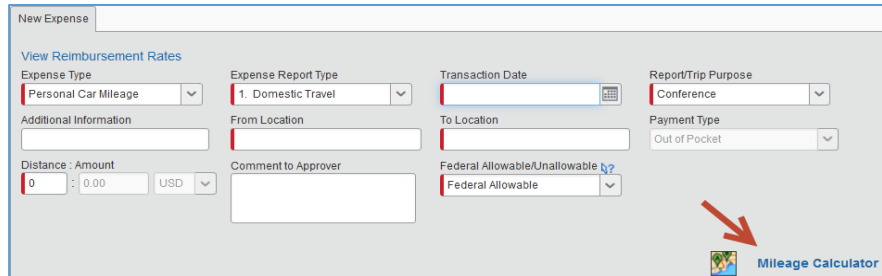
Personal Car Mileage

02. Transportation

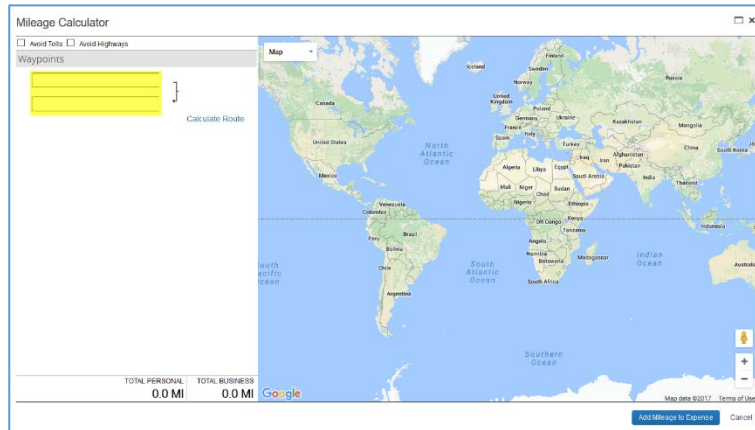
- Airfare
- Airline Fees
- Car Rental
- Car Rental Fuel
- Car Service/Limousine
- Charter Bus/Transfers
- Other Ground Transportation
- Parking
- Personal Car Mileage
- Taxi
- Tolls
- Train

To utilize the **Mileage Calculator** tool built in Concur, click on the Mileage Calculator.

Note: If you use this tool you do not need to fill in your **From Location, To Location, or Distance**, these fields will automatically pre-fill once you have completed the mileage calculator. You also do not need to provide any additional documentation of your traveled route if you use the **Mileage Calculator in Concur**.



Using the Mileage Calculator:



- Enter your Waypoints (From/To route)
- Click **Calculate** Route. The map on the right will show you the route.
- If you traveled a different route, click on the **blue map route** to update your route.
- If you traveled a different way going to your destination than your return, you can add an additional Waypoint (e.g., A, B, C).
- If you need to make your route **Round Trip**, click the **Make Round Trip** button under Waypoints.
- Once you have completed your route, click **Add Mileage to Expense**.
- **Note:** You will notice you're From Location, To Location and Distance are populated.
- Click **Save**

<p>Taxi</p> <div style="border: 1px solid black; padding: 5px;"> <p>02. Transportation</p> <ul style="list-style-type: none"> Airfare Airline Fees Car Rental Car Rental Fuel Car Service/Limousine Charter Bus/Transfers Other Ground Transportation Parking Personal Car Mileage <li style="background-color: yellow;">Taxi Tolls Train </div>	<p>Use this expense type for any travel by taxi when it represents the most efficient and cost-effective method.</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>New Expense</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Expense Type Taxi</td> <td style="width: 25%;">Transaction Date </td> <td style="width: 25%;">Expense Report Type 1. Domestic Travel</td> <td style="width: 25%;">Report/Trip Purpose Conference</td> </tr> <tr> <td>Additional Information </td> <td>Vendor </td> <td>City of Purchase </td> <td>Payment Type Out of Pocket</td> </tr> <tr> <td>Amount 0.00 USD</td> <td>Comment to Approver </td> <td colspan="2">Federal Allowable/Unallowable Federal Allowable</td> </tr> </table> </div> <p>In cases where you shared the taxi with other Cornell travelers and paid for the taxi service, include the name of the other traveler(s) in the Additional Information field or on the receipt.</p> <p>Note: If the car service was Uber, black-car service, limousine, etc. please use the Car Service/Limousine expense type.</p>	Expense Type Taxi	Transaction Date 	Expense Report Type 1. Domestic Travel	Report/Trip Purpose Conference	Additional Information 	Vendor 	City of Purchase 	Payment Type Out of Pocket	Amount 0.00 USD	Comment to Approver 	Federal Allowable/Unallowable Federal Allowable	
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<p>Tolls</p> <div style="border: 1px solid black; padding: 5px;"> <p>02. Transportation</p> <ul style="list-style-type: none"> Airfare Airline Fees Car Rental Car Rental Fuel Car Service/Limousine Charter Bus/Transfers Other Ground Transportation Parking Personal Car Mileage Taxi <li style="background-color: yellow;">Tolls Train </div>	<p>Use this expense type for any toll charges during your business travel.</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>New Expense</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Expense Type Tolls</td> <td style="width: 25%;">Transaction Date </td> <td style="width: 25%;">Expense Report Type 1. Domestic Travel</td> <td style="width: 25%;">Report/Trip Purpose Conference</td> </tr> <tr> <td>Additional Information </td> <td>Vendor </td> <td>City of Purchase </td> <td>Payment Type Out of Pocket</td> </tr> <tr> <td>Amount 0.00 USD</td> <td>Comment to Approver </td> <td colspan="2">Federal Allowable/Unallowable Federal Allowable</td> </tr> </table> </div>	Expense Type Tolls	Transaction Date 	Expense Report Type 1. Domestic Travel	Report/Trip Purpose Conference	Additional Information 	Vendor 	City of Purchase 	Payment Type Out of Pocket	Amount 0.00 USD	Comment to Approver 	Federal Allowable/Unallowable Federal Allowable	
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<p>Train</p> <div style="border: 1px solid black; padding: 5px;"> <p>02. Transportation</p> <ul style="list-style-type: none"> Airfare Airline Fees Car Rental Car Rental Fuel Car Service/Limousine Charter Bus/Transfers Other Ground Transportation Parking Personal Car Mileage Taxi Tolls <li style="background-color: yellow;">Train </div>	<p>Use this expense type for any train service you used during your travel.</p> <p>Note: Reimbursements should not exceed the cost of reasonable coach airfare or other reasonable transportation costs to the same destination.</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>New Expense</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Expense Type Train</td> <td style="width: 25%;">Transaction Date </td> <td style="width: 25%;">Expense Report Type 1. Domestic Travel</td> <td style="width: 25%;">Report/Trip Purpose Conference</td> </tr> <tr> <td>Additional Information </td> <td>Vendor </td> <td>City of Purchase </td> <td>Payment Type Out of Pocket</td> </tr> <tr> <td>Amount 0.00 USD</td> <td>Comment to Approver </td> <td colspan="2">Federal Allowable/Unallowable Federal Allowable</td> </tr> </table> </div>	Expense Type Train	Transaction Date 	Expense Report Type 1. Domestic Travel	Report/Trip Purpose Conference	Additional Information 	Vendor 	City of Purchase 	Payment Type Out of Pocket	Amount 0.00 USD	Comment to Approver 	Federal Allowable/Unallowable Federal Allowable	
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Individual Meals

Breakfast, Lunch or Dinner

03. Individual Meals

- Breakfast
- Dinner
- Lunch
- Per Diem Adjustment

Use the **Breakfast, Lunch or Dinner** expense type for claiming individual meals.

- If you paid for an Individual Meal (Breakfast, Lunch or Dinner) using your Corporate Card or Out-of-Pocket (personal credit card or cash) **AND** claiming **Per Diem**, you **must check the Personal Expense or Meal covered by Per Diem** box on the expense type.

- If alcoholic beverages were purchased with the meal (lunch or dinner only), **you must** click the **Itemize** button (bottom right) and break out your Meal expense from the alcoholic beverages and tips/gratuities. If the alcohol is a **personal expense and not reimbursable**, you must check the Personal Expense (do not reimburse) box in the itemization window.

When itemizing the expense you will notice in the upper right hand corner the **Total Amount, Itemized, and Remaining:** amount to be itemized.

Note: If this was a **Group/Business/Hosted Meal**, please use the **Group/Business/Hostel Meal** expense type.

Per Diem Adjustment

03. Individual Meals

Breakfast

Dinner

Lunch

Per Diem Adjustment

Use the **Per Diem Adjustment** expense type for the following situations:

- If the day of your travel **departure begins at or before 7:00 AM** local time or if travel on the day of **return ends at or after 7:00 PM** local time, the traveler will be entitled to the **full per diem** (excluding any hosted or provided meals) for that day.

The screenshot shows the 'New Expense' form with the following fields and values:

- Expense Type: Per Diem Adjustment
- Transaction Date: 04/26/2017
- Expense Report Type: 1. Domestic Travel
- Report/Trip Purpose: Conference
- Additional Information: (empty)
- Vendor: (empty)
- City of Purchase: (empty)
- Payment Type: Out of Pocket
- Amount: (empty)
- Comment to Approver: (empty)
- Federal Allowable/Unallowable: Federal Allowable

- If this is the case, in the **Amount** field enter the difference between 75% and 100% of the Per Diem (less any provided meals) to receive full per diem for the departure and/or return day.
- If you would like to claim less than the **Per Diem** amount, enter a **negative amount** in the **Amount field** (e.g., -10.00).
 - **Note:** If you are claiming less than the Per Diem amount for more than one day, you can enter one combined Per Diem Adjustment entry for the overall trip.
- The best practice is to enter an explanation for any per diem adjustment in the **Additional Information** field or the **Comment to Approver** box.

Note: Domestic Per Diem rates include \$5 per day for incidentals. International Per Diem rates include approximately 20% for incidentals.

Meals and Entertainment

Group/Business/ Hosted Meal

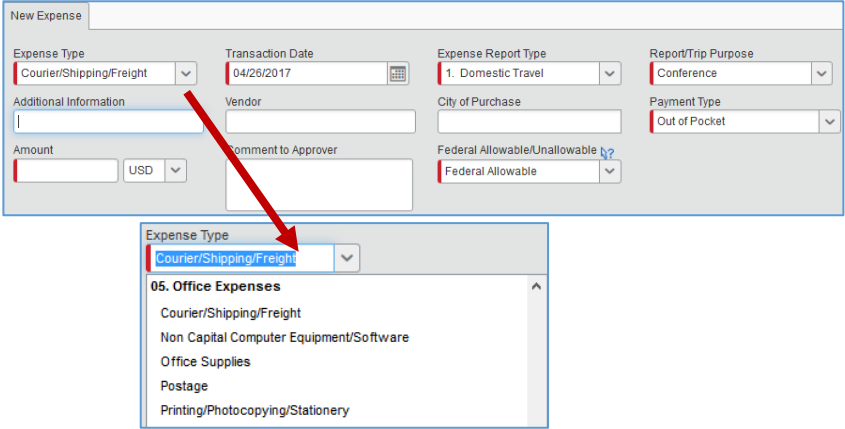
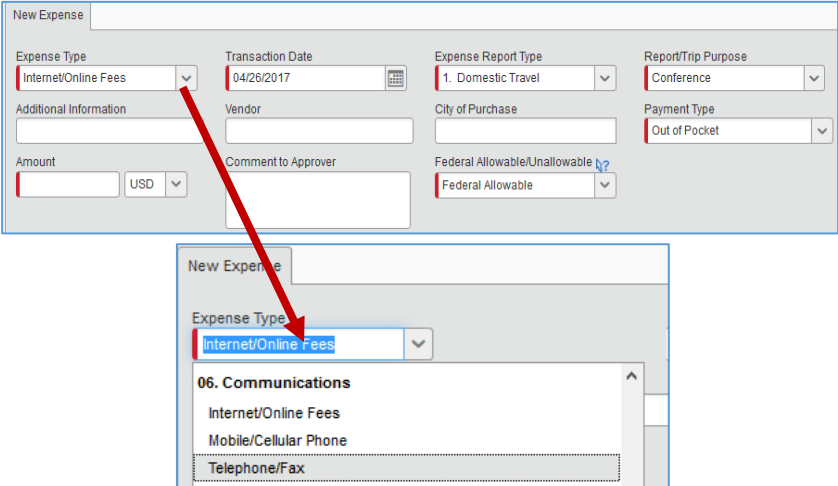
Use this expense type any **Group/Business/Hosted Meal**.

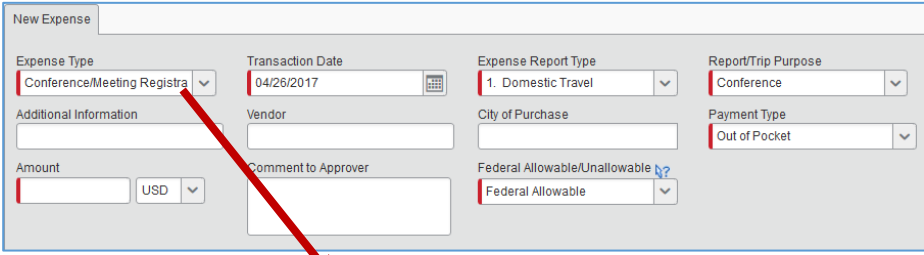
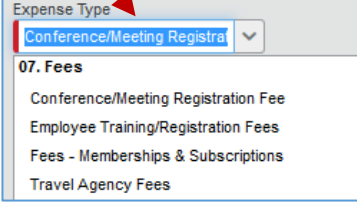
Please include **list of attendees** either on the receipt or enter the information in the **Additional Information** field or the **Comment to Approver** box.

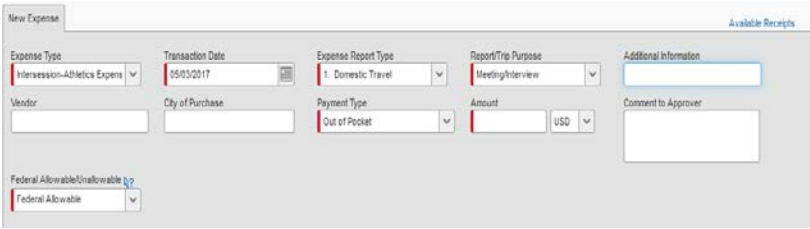
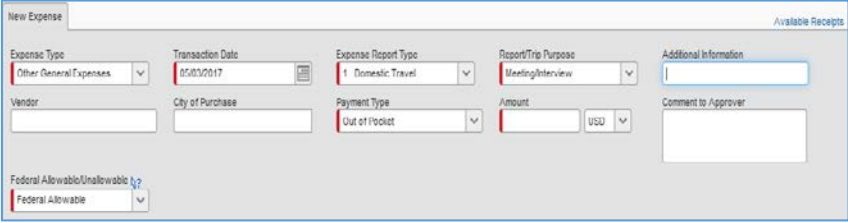
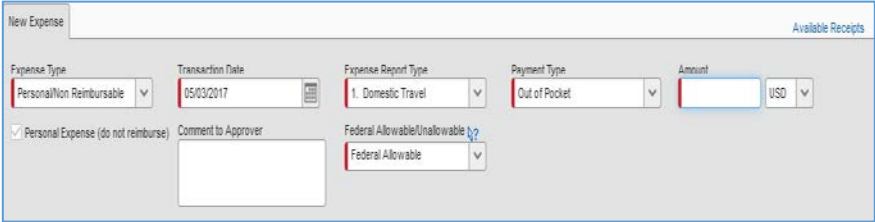
If you are claiming **Per Diem** for your trip, please make sure you **check the appropriate day/meal** that was provided so you **do not receive** the per diem amount in addition to the group/business/hosted meal.

If alcoholic beverages were purchased with the Group/Business/Hosted Meal, **you must** click the **Itemize** button (bottom right) and break out the meal expenses from the alcoholic beverages and tips/gratuities. If the alcohol is a **personal expense and not reimbursable**, you must check the Personal Expense (do not reimburse) box in the itemization window.

When itemizing the expense you will notice in the upper right hand corner the **Total Amount, Itemized, and Remaining:** amount to be itemized.

<p>Office Expenses</p> <p>Courier/Shipping/ Freight</p> <p>Non Capital Computer Equip/Software</p> <p>Office Supplies</p> <p>Postage</p> <p>Printing/Photocopying/St ationery</p>	<p>Use these expense types only if you paid for them using your Corporate Card or if they were part of your business travel.</p>  <p>Note: If these expenses were not part of your business travel and/or not paid on your corporate card, but rather paid out-of-pocket, please seek reimbursement outside of the Concur system.</p>
<p>Communications</p> <p>Internet/Online Fees</p> <p>Mobile/Cellular Phone</p> <p>Telephone/Fax</p>	<p>Use these expense types only if the communication charges were not part of your hotel bill. If you were charged for Internet/Online Fees on your hotel, this will be an itemized expense on your hotel bill.</p> <p>Note: For Mobile/Cellular Phone and Telephone/Fax charges, the university will provide reimbursement for the incremental cost of business calls and data, but not for basic coverage for personal cell or land phones. You must document the business purpose for long-distance calls.</p> 

<p>Fees</p> <p>Conference/Meeting Registration Fee</p> <p>Employee Training/Registration Fees</p> <p>Fees – Memberships & Subscriptions</p> <p>Travel Agency Fees</p>	<p>These types of expenses <u>should be paid</u> on your Corporate Card.</p> <div data-bbox="545 317 1463 569"></div> <div data-bbox="743 579 1097 779"></div> <p>Note: If fees were paid on a Procurement Card, please make sure the Payment Type is marked as Pre-Paid/Other Method.</p> <p>Use Travel Agency Fees for baggage fees and other airline or agent-assisted fees.</p>
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<p>Other</p> <p>Interession – Athletic Expenses</p> <div style="border: 1px solid black; padding: 5px;"> <p>08. Other</p> <p>Interession-Athletics Expenses</p> <p>Other General Expenses</p> <p>Personal/Non Reimbursable</p> <p>Personal/Reimbursable</p> <p>Recruitment - Employment</p> <p>Token Gift in Lieu of Housing</p> <p>Token Gift of Appreciation</p> </div>	<p>Used primarily by the Athletics Department.</p> 
<p>Other General Expenses</p> <div style="border: 1px solid black; padding: 5px;"> <p>08. Other</p> <p>Interession-Athletics Expenses</p> <p>Other General Expenses</p> <p>Personal/Non Reimbursable</p> <p>Personal/Reimbursable</p> <p>Recruitment - Employment</p> <p>Token Gift in Lieu of Housing</p> <p>Token Gift of Appreciation</p> </div>	<p>This expense type will be used VERY infrequently for Other General Expenses - travel related NOT covered under any other Expense Type.</p> 
<p>Personal/Non Reimbursable</p> <div style="border: 1px solid black; padding: 5px;"> <p>08. Other</p> <p>Interession-Athletics Expenses</p> <p>Other General Expenses</p> <p>Personal/Non Reimbursable</p> <p>Personal/Reimbursable</p> <p>Recruitment - Employment</p> <p>Token Gift in Lieu of Housing</p> <p>Token Gift of Appreciation</p> </div>	<p>This expense type will be used VERY infrequently for Personal/Non Reimbursable expenses.</p>  <p>If you mistakenly used your Corporate Card for the Personal/Non Reimbursable expense, the expense will still need to be included as part of your Expense Report but you will mark the expense as Personal/Non Reimbursable, therefore, <u>you will NOT be reimbursed</u>. If this is the case, no supporting documentation is necessary or required.</p>

<p>Personal/Reimbursable</p> <div style="border: 1px solid black; padding: 5px;"> <p>08. Other</p> <ul style="list-style-type: none"> Interession-Athletics Expenses Other General Expenses Personal/Non Reimbursable <li style="background-color: yellow;">Personal/Reimbursable Recruitment - Employment Token Gift in Lieu of Housing Token Gift of Appreciation </div>	<p>This expense type will be used VERY infrequently for Personal/Reimbursable travel related expenses. Proper supporting documentation and approval are required for this expense type.</p> <div style="border: 1px solid gray; padding: 10px; margin-top: 10px;"> <p style="text-align: right; font-size: small;">Available Receipts</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><small>Expense Type</small></td> <td style="width: 20%;"><small>Transaction Date</small></td> <td style="width: 20%;"><small>Expense Report Type</small></td> <td style="width: 20%;"><small>Payment Type</small></td> <td style="width: 20%;"><small>Amount</small></td> </tr> <tr> <td>Personal/Reimbursable</td> <td>05/03/2017</td> <td>1. Domestic Travel</td> <td>Out of Pocket</td> <td><input type="text"/> USD</td> </tr> <tr> <td colspan="2"><small>Comment to Approver</small></td> <td colspan="3"><small>Federal Allowable/Unallowable</small></td> </tr> <tr> <td colspan="2"><input type="text"/></td> <td colspan="3">Federal Allowable</td> </tr> </table> </div>	<small>Expense Type</small>	<small>Transaction Date</small>	<small>Expense Report Type</small>	<small>Payment Type</small>	<small>Amount</small>	Personal/Reimbursable	05/03/2017	1. Domestic Travel	Out of Pocket	<input type="text"/> USD	<small>Comment to Approver</small>		<small>Federal Allowable/Unallowable</small>			<input type="text"/>		Federal Allowable												
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<p>Recruitment – Employment</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>08. Other</p> <ul style="list-style-type: none"> Interession-Athletics Expenses Other General Expenses Personal/Non Reimbursable Personal/Reimbursable <li style="background-color: yellow;">Recruitment - Employment Token Gift in Lieu of Housing Token Gift of Appreciation </div>	<p>Use this expense type for expenditures incurred during the interview process for potential employees.</p> <div style="border: 1px solid gray; padding: 10px; margin-top: 10px;"> <p style="text-align: right; font-size: small;">Available Receipts</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><small>Expense Type</small></td> <td style="width: 20%;"><small>Transaction Date</small></td> <td style="width: 20%;"><small>Expense Report Type</small></td> <td style="width: 20%;"><small>Report/Trip Purpose</small></td> <td style="width: 20%;"><small>Additional Information</small></td> </tr> <tr> <td>Recruitment - Employment</td> <td>05/03/2017</td> <td>1. Domestic Travel</td> <td>Meeting/Interview</td> <td><input type="text"/></td> </tr> <tr> <td><small>Vendor</small></td> <td><small>City of Purchase</small></td> <td><small>Payment Type</small></td> <td><small>Amount</small></td> <td><small>Comment to Approver</small></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td>Out of Pocket</td> <td><input type="text"/> USD</td> <td><input type="text"/></td> </tr> <tr> <td colspan="5"><small>Federal Allowable/Unallowable</small></td> </tr> <tr> <td colspan="5">Federal Allowable</td> </tr> </table> </div>	<small>Expense Type</small>	<small>Transaction Date</small>	<small>Expense Report Type</small>	<small>Report/Trip Purpose</small>	<small>Additional Information</small>	Recruitment - Employment	05/03/2017	1. Domestic Travel	Meeting/Interview	<input type="text"/>	<small>Vendor</small>	<small>City of Purchase</small>	<small>Payment Type</small>	<small>Amount</small>	<small>Comment to Approver</small>	<input type="text"/>	<input type="text"/>	Out of Pocket	<input type="text"/> USD	<input type="text"/>	<small>Federal Allowable/Unallowable</small>					Federal Allowable				
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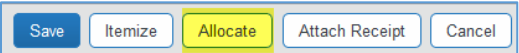
Token Gift in Lieu of Housing

- 08. Other
 - Interession-Athletics Expenses
 - Other General Expenses
 - Personal/Non Reimbursable
 - Personal/Reimbursable
 - Recruitment - Employment
 - Token Gift in Lieu of Housing
 - Token Gift of Appreciation

Use this expense type if staying at a private residence. Cornell will reimburse reasonable expenses for a **token gift of appreciation not to exceed \$100 per trip**. Provide documentation with the expense report.

Note: The cost of a token gift of appreciation **cannot** be reimbursed from sponsored funds or state or federal appropriations.

- To allocate this expense to a **non-sponsored, state or federal appropriations** account, click **Allocate** at the bottom of the expense type.



- Change the **Allocate** **By** from **Percentage** to **Amount** (default is Percentage) and enter the non-sponsored, state or federal appropriations account for the **Token Gift in Lieu of Housing** portion to be expensed to **Amount**.

Token Gift of Appreciation

08. Other

- Intersession-Athletics Expenses
- Other General Expenses
- Personal/Non Reimbursable
- Personal/Reimbursable
- Recruitment - Employment
- Token Gift in Lieu of Housing
- Token Gift of Appreciation**

This expense type will be used VERY infrequently for Token Gift of Appreciations.

Note: If the Token Gift of Appreciation is in Lieu of Housing, please use the **Token Gift in Lieu of Housing** expense type.

The screenshot shows the 'New Expense' form with the following fields and values:

- Expense Type: Token Gift of Appreciation
- Transaction Date: 05/03/2017
- Expense Report Type: 1. Domestic Travel
- Report/Trip Purpose: Meeting/Interview
- Additional Information: [Empty]
- Vendor: [Empty]
- City of Purchase: [Empty]
- Payment Type: Out of Pocket
- Amount: [Empty] USD
- Comment to Approver: [Empty]
- Federal Allowable/Unallowable: Federal Allowable

<p>Relocation</p> <p>Relocation Expenses – Taxable</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>09. Relocation</p> <p>Relocation Expenses - Taxable</p> <p>Relocation Expenses- Non Taxable</p> </div>	<p>Use this expense type for expenditures incurred to relocate new employees and only if Cornell paid for the expenses on the Corporate Card.</p> <p>Note: If there are days where no travel or Cornell business occurs (e.g., a house-hunting day), the reimbursement of the expenses for that day is treated as taxable income to the recruit and done outside of the Concur system. Similarly, reimbursement of any expenses associated with bringing family or others to Cornell must be treated as taxable income to the recruit.</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>New Expense Available Receipts</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Expense Type Relocation Expenses - Taxabi</td> <td style="width: 15%;">Transaction Date 05/03/2017</td> <td style="width: 20%;">Expense Report Type 1. Domestic Travel</td> <td style="width: 15%;">Report/Trip Purpose Meeting/Interview</td> <td style="width: 30%;">Additional Information</td> </tr> <tr> <td>Vendor</td> <td>City of Purchase</td> <td>Payment Type Out of Pocket</td> <td>Amount</td> <td>Comment to Approver</td> </tr> <tr> <td colspan="5">Federal Allowable/Unallowable ?</td> </tr> <tr> <td colspan="5">Federal Allowable</td> </tr> </table> </div>	Expense Type Relocation Expenses - Taxabi	Transaction Date 05/03/2017	Expense Report Type 1. Domestic Travel	Report/Trip Purpose Meeting/Interview	Additional Information	Vendor	City of Purchase	Payment Type Out of Pocket	Amount	Comment to Approver	Federal Allowable/Unallowable ?					Federal Allowable				
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