Travel Expense System: https://travel.dfa.cornell.edu/travel/

1. Start a New Trip

2. Select Traveler’s information i.e. I will be the traveler or I am preparing this trip for: (NetID & Verify)

3. Select KFS (Kuali Financial System) eDoc Initiator: *CALS/CHE BSC Financial Transaction Representative (FTR)’s NetID.

4. Accounting Instructions: Account(s) to be charged for these expenses.
   a. Examples: account restrictions, object code requirements and/or percentages of the total amount charged to specific accounts

5. Select Travelers Supervisor: NetID

6. Primary Destination: Complete round trip information state(s), cities, etc.

7. Travel Dates: Consecutive dates for overnight trip

8. Business Purpose of Trip: Detailed information required reference: Business Purpose Guidelines
   Sufficient documentation should include who, what, when, where, why, and cost.

9. Meal Reimbursement Type: Per diem only allowed for overnight trips less than 90 days

10. Once you have entered the initial information and created your trip number, you may make the expense entries

11. Scan all receipts related to the trip to a file on your computer and upload them to the trip system in the area marked Attachments in the upper right hand corner of the trip. Please be sure the receipts uploaded are legible for audit purposes. Please do not upload receipts individually on each line item.

12. Once you have completed entering your expenses
   a. Change the Trip Preparer to your *CALS/CHE BSC FTR’s NetId using the edit button to the right of the field
   b. Do not click on the Submit Trip button - your electronic information will automatically be saved and sent to your CALS/CHE BSC FTC

13. Original receipts need to be retained in the department for a period of 60 days.

14. Once the expenses have been reviewed by the BSC, you will receive an email notification to review and approve your trip. A payment request will be generated at the BSC upon your approval.

Remember to scan all required documentation, including but not limited to: airfare itinerary, itemized hotel receipt/folio, hosted meal business purpose and detail, other transportation documentation (train, bus, etc.) and a complete business purpose for the travel. You will be contacted by the BSC to provide any missing receipt or information. If you have any questions, please contact your *CALS/CHE BSC FTR.