Cornell University
Division of Financial Affairs

Christopher H. Knight

Cornell University Online Travel System

Trip Details

Trip #188290 **(Payment Request U68839)** **Status:** **Submitted for Payment**

Business Purpose: Producing Barberry Surveilance training video at Cereal Disease Lab

0 Attachments (view/edit)

Traveler:	Christopher H. Knight (ck536) - Employee		**Meal Reimbursement:**	Per Diem
Trip Preparer:	Amy S Bidwell (asb73)		**Total Expenses:**	$1,543.95
Supervisor:			**Travel Advance:**	$272.00
Pay Req Preparer:	Amy S Bidwell (asb73)		**Expense Limit:**	N/A
Travel Dates:	05/02/2012 - 05/07/2012		**Total Reimbursement:**	**$1,271.95**
Travel Locations:	Roseville, MN	view		

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EXIT TRIP

Per Diem Meals & Incidentals - Allowance & Adjustments

Date	Location	Per Diem Allowance	Automatic Adjustments	Reimbursement
05/02/2012	Roseville, MN	$71.00	First Day of Travel (-25.0%) Included or Provided Breakfast (-20.0%)	$42.60
05/03/2012	Roseville, MN	$71.00		$71.00
05/04/2012	Roseville, MN	$71.00		$71.00
05/05/2012	Roseville, MN	$71.00		$71.00
05/06/2012	Roseville, MN	$71.00		$71.00
05/07/2012	Roseville, MN	$71.00	Last Day of Travel (-25.0%)	$53.25
	Total:	**$426.00**	**Eligible Reimbursement:**	**$379.85**

view per diem info

Expenses Requiring Receipts

If a receipt is missing, please provide details of the expense (vendor, date, description, etc.) that would normally appear on the receipt.

Date	Description	Attachments	Status	Total Amount	Categorized Amount	Uncategorized Amount	
04/17/2012	Tulips Travel	0	✔	$272.00	$272.00	$0.00	view
05/02/2012	Bloomington City - Taxi Cab	0	✔	$58.45	$58.45	$0.00	view
05/02/2012	Delta - Excess Baggage Ticket	0	✔	$25.00	$25.00	$0.00	view
05/03/2012	Merchant U of M Radio K - Radio ...	0	✔	$200.00	$200.00	$0.00	view
05/07/2012	Radisson - Roseville, MN	0	✔	$692.72	$583.65	$109.07	view
05/07/2012	Delta - Excess Baggage Ticket	0	✔	$25.00	$25.00	$0.00	view
			Totals:	**$1,273.17**	**$1,164.10**	**$109.07**	

Expenses Not Requiring Receipts

Expenses greater than $75 (excluding personal vehicle mileage) require a receipt and must be entered in the section above, "Expenses Requiring Receipts"

Date	Category	Description	Reimbursement
No expenses have been added.			

Items Direct Billed to Department (Not Reimbursable)

Any expenses related to this trip that were billed directly to the departmental expense account should be entered here. These will NOT be reflected in the trip totals or reimbursement amount.

Date	Amount	Description
No direct billed expenses have been entered for this trip.		

Circumstances Requiring Additional Information or Approval

Description
No circumstances requiring additional approval have been identified for this trip.

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