Travel

OAS does not make travel arrangements. Faculty are expected to make their own travel arrangements.

AAA is available for you to use to make travel arrangements. You can contact them by calling the Ithaca office at (607) 257-3557 or by emailing any of the three agents there directly:

- April Brisbois: abrisbois@nyaaa.com
- Melissa Honan: mhonan@nyaaa.com
- Theresa Saltsman: tsaltsman@nyaaa.com

You can tell them the date you’d like to depart, arrive, destination etc. and they will provide you with options from which to choose. When you book your flight, unless the travel is for a guest to DNS or for international travel (for which you may direct bill), you must provide personal credit card information as payment. You may then submit a travel reimbursement request or an advance (if at least four weeks before departure).

Upon booking, regardless if reimbursement will be sought, please send the DNS Help Desk the business purpose and an account number.

If you plan to seek reimbursement, please complete the travel reimbursement data sheet and submit it and all original receipts to Bev Gedvillas. This form can be found on our Inside Information page: http://www.human.cornell.edu/dns/upload/CU_Travel_Reimbursement_information_form.pdf

**International Travel:** We have been informed by University Risk Management that according to University Policy we are now required to collect the following information before any foreign travel is started:

- Travel departure dates and return dates
- Flight information
- Lodging information
- Copy of Passport
- International cell phone number or contact information

Your trip also needs to be registered with the State Department: https://step.state.gov/step/