



## DFS Conversations:

University Policy 3.2, Travel Expenses

University Policy 6.6.13, Flexibility in the Workplace

June 11, 2024

# Agenda

- The New Travel Policy
- Notable Changes:
  - Cost Savings
  - Taxability of Expenses
- Flexibility in the Workplace:
  - New Policy Highlights
  - New Procedure Highlights
  - Remote Employees Travel to Campus
- Travel Updates and Reminders
- Travel Benefits – Business and Leisure
- Q&A

# The New Travel Policy

## The new policy framework required by the Office of Chief Risk Officer:

- Policy documents include high level principles.
- Procedures and related programs are kept separately on the organization's website.
  - **Separating key principles** from programs and procedures allows responsible officers the flexibility to update procedures as operations change.
  - **Shorter policies** establish university authority and overall guiding principles for members of the university community; likely minimal change over time.

## The new University Policy 3.2, Travel Expenses:

- Is under the responsibility of the Office of the University Controller.
- Was developed with the Office of General Counsel, Internal Audit, Global Operations, Alumni Affairs & Development, and multiple academic units (WCM, CVM, Arts & Sciences, Engineering, and ILR).
- Has been approved by the Executive Policy Review Group (EPRG).
- **Will become effective July 1, 2024.**

# Notable Changes: Cost Savings

- University business travelers should “...consider **costs, efficiency, economics, value, and necessity...**” of travel.
- Budget implications of **sending multiple travelers from one unit** to the same event or conference should be discussed with the budget manager or administrative office.
- **Virtual options are encouraged** where possible and reasonable for candidate interviews, meetings, and conferences.
- The use of **preferred booking methods and vendors** are strongly encouraged.
- **Gifts in lieu of housing** when staying at private residences **are not reimbursable**.
- **Business and hosted meals** while in travel status **are reimbursed at up to 100%**, including tax and tip, of the **daily per diem rate per person** for that location. The rate was previously 150%.

# Notable Changes: Taxability of Expenses

Travel expenses **must be submitted within 60 days** of the travel end date.

## After 60 Days

- **Late submissions beyond 60 days require approval** by dean, vice provost, vice president, provost, president, or direct designee and, if approved, will be taxable.

## After 365 Days

- Late submissions beyond 365 days **will be taxable and out-of-pocket expenses will not be reimbursed**.
- Prepaid expenses will be reported as taxable income to the IRS and applicable taxes will be withheld where required.

## Reporting and Repaying Advances:

- Advance amounts **must be reported within 60 days** of returning from your trip.
- You must **repay Cornell within 120 days** after return from travel when the amount advanced exceeds your incurred expenses.
- **After 120 days**, the amount due **will be reported as taxable income** to the IRS and applicable taxes will be withheld where required.

**When amounts are reported as taxable income, units must not increase (i.e., gross-up) the net amount.**

# University Policy 6.6.13

## Flexibility in the Workplace: Policy Highlights

- Not philosophically different than the policy in place since 1998 – Unit leadership is the ultimate decision maker.
- Completely aligned with the new Flex Work Core Principles – less than 5 full pages including definitions, responsible offices, and related policies/forms.
- Most guidance is now located in the procedures section, which will be housed on [hr.cornell.edu](http://hr.cornell.edu).
- Two notable additions:
  - The university complies with all applicable federal, state, and local laws. It will provide greater or different benefits than those indicated in this policy and the Flexibility in the Workplace Procedures where required by law to employees working in a jurisdiction with such legal requirements.
  - An employee represented by a union who is interested in exploring the Flexibility in the Workplace policy and procedures should consult with their union, their local HR representative, and Staff and Labor Relations.

# University Policy 6.6.13

## Flexibility in the Workplace: Procedure Highlights

- All arrangements are recorded in Workday. There is a **new approval process** with standard evaluation criteria for hybrid/remote requests.
- Changes to an arrangement involving remote work (e.g., number of days in each location, the location of remote work) **must** be reported and approved by the supervisor, unit leadership, and the HR representative.
- Non-exempt employees are subject to the minimum wage and overtime requirements of the work location, which may be different than NYS. In certain cases, positions that are deemed exempt in NYS may be determined to be non-exempt in another state. New Workday payroll codes account for overtime law differences.
- Out-of-state work requests are reviewed by the Flex Work Senior Consultant to understand considerations before a decision is made.
- Arrangements are reviewed annually and may be discontinued at any time with recommended notice period.

# Flexibility in the Workplace: Remote Employee Travel to Campus

Employee travel to campus is considered commuting, and onsite or hybrid employees will not be reimbursed for it. For employees who are **required** to live somewhere else (e.g., AA&D West Coast), travel to campus is considered business travel and will be reimbursed as normal.

**Fully remote** employees who are **required** to travel to campus for purposes **other than performing responsibilities of their positions** (e.g., team building, new hire orientation, unit all-staff gathering, attending leadership training), will be reimbursed for travel expenses **only under the following circumstances**:

- The employee lives **more than 100 miles** from the campus location.
- The employee does not exceed **4 visits and 35 days total time on campus per calendar year**. The 4-visit cap does not include a new hire orientation visit to campus, but the days spent on campus for a new hire orientation visit count towards the 35 days per calendar year.
- When the required travel involves **multiple contiguous days** and the employee lives **50 miles or more** from campus, the unit may offer to cover **reasonable lodging expenses** for the nights between the contiguous days.



# Remote Employee Travel to Campus: Multiple Mile Parameters

Because of the new remote employee travel guidelines, we are synchronizing the mile parameters noted in the table below:

- To improve process efficiency.
- To reduce university traveler confusion.
- To increase policy compliance.

Travel to Campus	Mileage Rules
Remote worker travel to campus for 1 day	100 miles
Personal vehicle use rule	100 miles
Remote worker travel to campus for <b>more than</b> 1 day	50 miles
IRS rule for non-taxable travel reimbursement	50 miles
NYS travel status rule (applies to certain NYS grants and contracts)	50 miles

# Travel Updates and Reminders

- Student Travel
- International Travel Registry ID Field
  - Required on Concur Request (dept. pre-trip approval).
  - Optional on Concur Expense report.
- Sales Tax Exemption Certificates
- Triplt Pro/TripLink
- Travel Training, register in CU Learn
- SSC Virtual Office Hours, [finance.cornell.edu/ssc/contactus](https://finance.cornell.edu/ssc/contactus)

# Travel Benefits – Business and Leisure

**Hotels:** See [finance.cornell.edu/travel/lodging](https://finance.cornell.edu/travel/lodging).

## **Club Quarters**

Receive low fixed rates at all 15 Club Quarters and subsidized weekend rates for personal travel, Gold status for employees and a guest, plus an optional Gold Rewards program.

## **Marriott Bonvoy**

With Marriott's Bonvoy Breakaway program, you can book weekend getaways (Thursday-Sunday) at any of Marriotts brands for up to 30% off standard rates.

## **Ithaca Area Hotels**

Request the Cornell discount at Ithaca area hotels when making reservations **for Cornell business only**.

**Delta Airlines:** See [finance.cornell.edu/travel/transportation/airlines](https://finance.cornell.edu/travel/transportation/airlines).

With the Corporate Leisure Program, book a flight and hotel package to any Delta Vacations' destination worldwide to save up to \$500 per booking and receive extra bonus miles.

See other travel-related **Employee Personal Purchase Discounts**, including discounts on rental vehicles, at [finance.cornell.edu/procurement/buyers/employee-discounts](https://finance.cornell.edu/procurement/buyers/employee-discounts).

# Questions