



Section 6: Reimbursements

6.1 Petty Cash Reimbursement

Cornell University Cooperative Extension–NYC Nutrition and Health provides petty cash to staff to meet the programming needs for Nutrition and Health programs. Petty cash is managed by the Site Coordinator and Office Manager for each office location.

Petty Cash

Petty cash is to be used for the following:

- Food for demonstrations or preparation.
 - Recommendation : \$7.00 per food activity per group size of 10 to 12 participants
- Allowable incidental items needed (*see Attachment 6.a: Unallowable Expenditures*).
- Use of a tax exempt form (*see Attachment 6.b: Tax Exempt form*) is needed. Tax will not be reimbursed.

Cash Reimbursement and Cash Advance Process

Process for cash reimbursement:

- Original receipts must be submitted for reimbursement ASAP/thirty (30) days maximum to the Office Manager (OM) or Administrative Assistant (AA).
- A reimbursement form must be used (*see Attachment 6.c: Reimbursement form with form requirements*)
 - Be sure to always check with OM or AA for most updated reimbursement form.
- OM/AA submits forms to the Program Coordinator and Program Leader for final approvals, and then documents are processed in the main office.
- Reimbursements will be provided by the OM/AA within five (5) days.

Process for cash advances:

- If necessary, a request for a petty cash advance is made to the Office Manager (OM) or Administrative Assistant (AA).
- Complete and sign a promissory note; maximum amount is \$20.00 (group size depending). (*see Attachment 6.d: Promissory Note*).
- Submit receipts and balance the first day back to the site office (maximum five (5) days).
- No further cash advance is allowed unless all outstanding balances have been reconciled.



6.2 Local Travel Reimbursement

Cornell University Cooperative Extension–NYC Nutrition and Health provides local travel reimbursement to staff, for reasonable expenses actually incurred, for business travel that is necessary to meet the needs of the program.

Necessary travel throughout the day, other than the commute to/from work, for delivery of the program, is reimbursable. You cannot be reimbursed for your commuting cost. That applies regardless of where the location is that starts or finishes your work day....office, workshop, etc. Note that no reimbursements are allowed for travel for shopping for workshops since shopping for workshops is supposed to take place in the neighborhood, so there shouldn't be additional travel for shopping only.

Process for Local Travel Reimbursement

- Complete local travel reimbursement form
(see Attachment 6.e: *Local Transportation Detailed Travel Sheet*).
- Attach original receipt(s) from MetroCard purchase on separate sheet.
- Enter travel information in University Online Travel System.
(see Attachment 6.f: *Online Travel Instructions*)
 - Go to: <https://travel.dfa.cornell.edu/travel/>
- Submit travel form and receipt(s) to the AA or OM for review of accounts and accuracy.
 - The AA or OM will submit to the Program Coordinator and the Program Leader for final approval and signature.
- All forms and receipts are brought to the main office to be processed by Jean Zilnik, Accounts Coordinator on a weekly basis.

You cannot be reimbursed for travel if you have a monthly unlimited MetroCard. Cornell policy states that you will be reimbursed for actual costs incurred, and there is no additional cost incurred when using an unlimited MetroCard. Remember that a receipt must be provided for the expense, as with all other reimbursable expenses. CUCE-NYC also offers the alternative option of enrolling in the TransitChek program.

- Contact Gloria Roman, Extension Human Resources Representative, for more information on purchasing TransitCheks using pre-tax dollars taken from your bi-weekly paycheck.
(see Attachment 6.g: *Transit Pass Election Form*)