



Section 7: Transportation

7.1 Local Travel Methods

Cornell policy states that employees should select the most cost effective and efficient mode of transportation. For New York City programming, that would normally be public transportation. If you need to drive, you should use the fleet vehicle if it is available.

Personal Vehicle Use

If you have a special circumstance that requires driving, use a fleet vehicle, if available. The use of a personal vehicle MUST have written permission from the Executive Director, prior to usage.

- University Travel Policy 3.2 Personal Vehicles:
“If you use your own vehicle, it is your responsibility to carry adequate personal insurance coverage for yourself, your vehicle, and any passengers. A traveler should review his or her personal insurance coverage before using his or her vehicle for business.

Note: Consult with your insurance agent to determine appropriate coverage.
The travelers insurance is the primary insurance coverage when using a personal vehicle for university business.”

7.2 Reimbursement for Personal Vehicle Use

Reimbursement of local travel is for public transportation only, unless there is an exception or special circumstance. Reimbursement for use of a personal vehicle requires written permission in advance.

After obtaining written approval from the Executive Director for reimbursement for mileage and/or tolls:

- Vouchers must be submitted within 30 days of the completion of each trip. In our case this would be a month of local travel trips.
- University Business Expense Policy 3.14 Reimbursements:
“A request for expense reimbursement (including travel and extended work assignments away from the university) in excess of six months requires an additional approval by your director. An explanation of why the expense could not be submitted earlier must also be included.”