



Cornell University

College of Engineering
Diversity Programs in Engineering
146 Olin Hall
Ithaca, New York 14853
(o) 607.255.6403
(f) 607.255.2834
DPENG@cornell.edu

TRAVEL ASSISTANCE AWARDS

In order to receive reimbursement for amounts up to the participant's travel assistance award, please be sure to read the information below.

TRAVEL LOGISTICS & ITINERARY

- Participants awarded travel assistance will be responsible for arranging and purchasing their travel whether it is by airplane, bus, train, car rental or personal vehicle and ground transportation.
- It is of the utmost importance that you provide us a copy of your travel itinerary via the [online Travel Plan Itinerary](#) by June 1.

REIMBURSEMENTS

Dated, original travel expense receipts should be submitted to the Academy for reimbursement up to the awarded amount. The Academy will only provide reimbursements for the following:

- *Transportation to and/or from the Academy*
 - *Bus Ticket*
 - *Train Ticket*
 - *Airfare & Baggage Fee(s)*
 - *Personal Vehicle mileage or Rental Car & fuel*
 - *Tolls*
 - *Mileage may be submitted via a Google Maps or MapQuest printout*
 - *Ground Transportation includes:*
 - *Taxi, airport shuttle, and/or public transportation*
 - *Personal Vehicle mileage to and from airport, train/bus station*
- *Participant's Meals*

Reimbursements are only allowable for the participant's (not for accompanying parents/guardians etc.) travel expenses. Further, the participant has to be in the vehicle upon arrival and during departure for reimbursement.

Participants' reimbursements will be processed after the participant fully completes the program. It typically takes up to 45 days after last day of the program (July 19) to receive the reimbursement.

If you have any concerns or questions, do not hesitate to contact:

607.255.6403 or dpeng@cornell.edu