POLICIES & PROCEDURES: Administrative

PROCEDURE: TRAVEL FOR VISITING FACULTY TO WCMC-Q

Effective Date: April 5, 2007
Revised: August 26, 2007

Purpose:
WCMC-Q’s Travel Policy is available at Cornell Policy Library, Vol 3, Policy 3.2.Q
http://www.policy.cornell.edu/vol3_2_2.cfm.
The following information is provided to WCMC-Q Visiting Faculty and their hosts for
guidance on how that policy applies to their travel arrangements to/from Doha.

Applicability and Definitions:
This document applies to all WCMC-Q Visiting Faculty, their hosts and travel coordinators.

Linked Policies & Procedures:
Requesting Leave and Travel Arrangements for Employees and Visitors, Revised Aug07

Administration:

Class of Travel
International flights with a flight time of six hours or greater will be booked in business class,
by the most direct route. As the majority of our Visiting Faculty travel to Doha from New
York City or Ithaca, NY, this is normally from JFK airport, to London, and then to Doha, using
British Airways.

Transfers To/From Airports
WCMC-Q will make the necessary arrangements for ground transportation between the
traveler’s home/place of work/hotel to and from the airport, both in New York and in Doha.

Purchase of Tickets
WCMC-Q’s New York Office will normally prepare the travel itineraries and purchase tickets
for Visiting Faculty. The Travel Coordinator will endeavor to provide an itinerary that meets
WCMC-Q’s business needs, whilst taking into consideration the traveler’s personal
preferences. However, WCMC-Q’s business needs will always take priority.

Single Stopovers/Additional Accommodations
If, for other than WCMC-Q business purposes, a Visiting Faculty wishes to interrupt a direct
flight on the outward or return trip the additional cost will be the responsibility of the traveler.
WCMC-Q’s New York Office will be available to make the necessary arrangements with the
airline and arrange with the traveler for payment of the difference in cost to WCMC-Q.

Arrangements and payment of hotel reservations, airport transfers, etc. for such stopovers
will be the responsibility of the traveler.
Multiple Stopovers/Non-Routine Itineraries

WCMC-Q regrets that it does not have the resources available to arrange multiple stopovers or travel by indirect routes for other than WCMC-Q business purposes. If the traveler wishes to arrange multiple stopovers or a non-routine itinerary he or she must make the necessary arrangements and WCMC-Q will provide reimbursement for the round trip fare between New York or Ithaca and Doha (revised Aug07), on production of receipts (including boarding pass stubs in the case of electronic tickets). Reimbursement will be either the actual cost or the costs that would have been incurred by traveling the direct route at WCMC-Q rates, whichever is the less.