The ILR School is pleased to welcome you to **Discover MILR 2026**.

For students traveling to Ithaca to participate in Discover MILR programming, please review the transportation reimbursement details below.

Eligible admitted MILR students may receive reimbursement for transportation expenses to and from Discover MILR, up to a maximum of **$300**. Approved reimbursable expenses include standard car rental, fuel, airfare, train, bus, and parking in Ithaca. Please note that **food and lodging costs incurred during travel are not reimbursable**. Reimbursements are processed after travel is completed and require submission of itemized receipts with payer information.

To help ensure your reimbursement is processed efficiently, please review and follow the guidelines outlined below.

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1. Required Documentation

- Itemized receipts for all travel expenses (whenever possible)
- Receipts must clearly indicate the method of payment (e.g., bank statement)
- Receipts must list the name of the student requesting reimbursement
- All documents must be submitted as **PDF files**, with all information fully visible and not cut off

2. Travel Reimbursement Form

- Complete and submit the provided travel reimbursement form
- Be sure to include your name, home/mailing address, travel dates, and departure and return locations
- Please review your information carefully; errors may result in delays or disapproval of reimbursement

3. Payment Options

- If you would like to receive reimbursement by check, confirm that the mailing address listed on the form is accurate
- For ACH or direct deposit, please contact Accounts Payable directly at **DFA-ACH-AP@cornell.edu** to request an ACH form
    - This form must be submitted along with your travel reimbursement form

4. Submission Deadline

- The deadline to submit your completed reimbursement form and receipts is **March 28**
- If you anticipate needing additional time, please contact us at **ilrgradapplicant@cornell.edu**
- Reimbursements are processed in the order received due to high submission volume
- Submitting materials promptly will help expedite processing

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We wish you safe travels and look forward to meeting you soon. If you have any questions, please contact our Student Services Assistant, **Christina Trinh**, at **ct674@cornell.edu**.