Travel Disclosures
Quick Reference Guide

Travel disclosures should be submitted by all WCM employees who receive travel support that is not sponsored by Weill Cornell Medicine.

Quick Instructions

1) Log on to the Weill Research Gateway at http://wrg.weill.cornell.edu
   a. Enter your CWID and password.
2) Select the **Conflicts of Interest** tab from the left navigation menu.
3) Select **Update** from the menu.
4) Click the **Edit/Submit Travel Disclosure** button.
5) Read over the Policy and Survey Instructions.
6) Click the **Set** button to enter your entity or source of payment.
   a. Begin typing the name of your entity and select it from the **dropdown menu**.
   b. Click the **Select** button.
7) Enter the Travel **Start Date**.
   a. Use format **mm/dd/yy**
8) Enter the Duration of your travel.
9) Enter your **Destination**.
   a. If you are disclosing travel for anyone other than yourself, enter their name here as well (ex: Boston, MA / Joe Smith).
10) Enter the estimated **Value** of your trip.
11) Select a **Purpose** for your travel from the dropdown menu.
   a. After you’ve finished entering information on that line, you can click the **Add an Additional Travel Row** button to add another line.
12) Click **Submit** in the top right corner to complete your Travel Disclosure.
   a. Verify your completed Travel Disclosure by clicking the **View Travel History** button on the preceding screen.

*View the WRG Job Aid for a more information and comprehensive instructions.*