

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.