Travel Disclosures
Quick Reference Guide – Conflicts of Interest

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](http://wrg.weill.cornell.edu)
   a. Enter your CWID and password.
2) Click the Conflicts of Interest tab on the left navigation menu.
3) Click the Create/Edit Travel Disclosure button.
4) Read over the Policy and Survey Instructions.
5) 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.
6) Enter the Travel Start Date.
   a. Use format mm/dd/yy
7) Enter the Duration of your travel.
8) 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).
9) Enter the estimated Value of your trip.
10) 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.
11) 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.

All paid or reimbursed travel paid for by “for-profit” entities must be disclosed within 30 days of completing travel. After completing your Travel Disclosure, you will receive an email confirming your submission. All email notifications are also viewable in WRG under Mailbox in the Top Navigation Bar.

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