

Interdepartmental Fee Guidelines

Note: The following applies to interdepartmental room and space fees only. Guidelines for all other interdepartmental fees is expected to be published by fiscal year end 2025. The following also excludes Cornell Tech. Their inclusion in these guidelines is under review.

I. Purpose

- To provide guidelines for requesting, reviewing and notifying campus of new or revised fees charged interdepartmentally across the Ithaca campus.
- To ensure that units can successfully operate within the University environment while consistently and fairly providing access to the necessary goods and services for campus.
- To ensure that fees charged reflect the cost recovery model.

II. Background

- These guidelines are not intended to supplant governance under recharge operations and service facilities as found in University Policy 3.10.

III. Fees for University-owned Space

- Please refer to the [Fees for Internal Users of Cornell Physical Space](#) guidelines for specific information regarding exclusions, definitions, recoverable costs, and various best practices. The information provided in the Fees for Internal Users of Cornell Physical Space guidelines supplements the Interdepartmental Fee Guidelines.

IV. Requesting/Charging a Fee

- Submit the request via TDX located [here](#), on the Division of Budget & Planning website.
 - The person submitting the request will be asked to certify that their respective College/Unit Officer has approved the submission. If you are unsure who your respective College/Unit Officer is, please contact dbp.intdepfees@cornel.edu.
 - The person submitting the request will be asked to certify that the use of their space will be prioritized for pursuing the academic mission of the University.
 - Provide an account where the expenditures and income will be recorded. This is required so University-level reporting on interdepartmental fees is feasible.
 - Estimate the percentage of time the space is used by parties not affiliated with the home college / unit.

- Specify whether reserves are anticipated due to the interdepartmental fee. If yes, reserves must align with the depreciated expenditures outlined in the submission.
- Specify the impact of having the interdepartmental fee disapproved (i.e., impact to campus, impact to unit submitting the request, alternative course of action, etc.).
- *Note that the above points do not cover all information requested in the TDX submission.*
- For approval consideration in the following fiscal year, units must submit their request(s) by September 1st in the current fiscal year. The units will be notified of approval or disapproval by October 1st. If disapproved, units may submit a written appeal by October 15th to dbp.intdepfees@cornel.edu. Final decisions on appeals will be shared by November 1st.
- If goods or services are no longer provided and a fee is no longer needed, the unit must notify the Interdepartmental Fee Committee and close all related accounts to terminate the procedure and billing rate.

V. Interdepartmental Fee Committee

- Review the request and determine if the information provided by requesting unit meets required criteria. The review will ensure the request is complete with required information, the costs are identified accurately, the requested fee is fair and consistent, the fee request and process follow University policies, and the request has been approved through administrative channels. The Committee may contact the unit to validate the information provided and/or request further information, if needed.
- The fees reviewed by the Interdepartmental Fee Committee include, but are not limited to, room and space fees, CIT rates, and Utilities & Maintenance rates.
- Annually provide changes to the list of authorized fees and respective charging units. Publish approved fees on the Division of Budget & Planning website.
- The Committee monitors review dates and notifies unit(s) when the next review is required.
- Committee members include:
 - i. Permanent representative from the following areas: Division of Budget and Planning (Chair), Division of Financial Services, University Space Planner, Alumni Affairs & Development, Facilities & Campus Services, and Student & Campus Life.
 - ii. Representatives from two Colleges/Schools that serve 2-year terms.
 - iii. Any changes to committee membership will be shared with campus.