



# Frequently Asked Travel Card Questions

## *I have both a Travel Card and a NET Card, how do I know when to use which card?*

Use the TRAVEL Card when you are in “travel status” (which is 35 miles from home or work) on official business:

The travel expenses showing on the monthly Statement should be for the person whose name is embossed on the Travel Card. No other person’s travel expenses should be on your Travel Card.

Use the NET Card when you are traveling with a group of non-employees (such as students) or when you bring a guest, visiting artist, or candidate to campus:

Whether it is the Fredonia team/group going or the visitor coming here... the traveler(s) have to be in “travel status” (which is 35 miles from home or work).

Your travel expenses can go on the NET Card, when you are in a team/group containing at least one non-employee.

A group of Fredonia employees traveling together without at least one non-employee in the group cannot put their travel expenses on a NET Card. Each employee must have a Travel Card embossed with their name or submit a Travel Voucher (for reimbursement of out-of-pocket expenses) upon returning from trip.

## *Ask yourself, “Why am I making this charge?”*

If the purpose of the trip and charge is for you and you alone – use the Travel Card. If the charge is being made, because of a non-employee or team/group trip – use the NET Card.

If you are on a business trip, in most cases, the majority of ALL the charges should be on either the Travel Card OR the NET Card... not both cards!

Remember that when it is time to reconcile the monthly statement for a particular trip, if you used both cards, you will have two separate statements to reconcile. The Travel Card Statement is dated the 22<sup>nd</sup> of the month and the NET Card Statement is dated the 6<sup>th</sup> of the month.

Another piece of information that might help in determining which card to use is:

Accounting must “code” every penny spent, so that the Office of State Comptroller (OSC) knows what the expense was for. All Travel Card payments are coded as “Employee.” All NET Card payments are coded as “Team/Group, Other, Consultant, or Speaker.” A “red flag” is immediately thrown by OSC, when they see “Employee” coding on the NET Card and “Team/Group, Other, Consultant, or Speaker” on the Travel Card.

### *What kind of charges can go on the Travel and NET Card?*

Any allowable travel expense, such as:

Airfare, Train, Bus, Rental Car, Fuel for the rental car, Lodging, Meals (if not wanting the Per Diem Meal Allowance), Parking/Tolls, Taxi/Shuttle, Subway, Visa/Passport, Registration/Conference Fees all can go on both the Travel and NET Cards.

Example of NET Card charges:

Parking at the airport to either pick-up a visitor or to get a team/group to an approved/scheduled event (be it athletic or academic related).

Dinner with a candidate or visiting artist will go on the NET Card. The candidate or visiting artist must be in “travel status.” We expect a limited number of employees at the dinner and we expect the employees to know the Per Diem Meal Allowance rate.

### *When do I Reconcile the Travel and NET Cards?*

Cardholders will receive an email from Accounting when the new monthly statement is available AND if they have charges that need reconciled:

The Travel Card Statement is dated the 22<sup>nd</sup> of the month (and is usually available on the 23<sup>rd</sup>)

The NET Card Statement is dated the 6<sup>th</sup> of the month (and is usually available on the 7<sup>th</sup>)

Log-in at the Citibank website <https://home.cards.citidirect.com/CommercialCard/Cards.html> and print the statement.

Also on this website is a View Unbilled Charges feature. You can use the unbilled feature to complete your Travel Voucher & State Travel Card Reconciliation Form (TV&STCR). However, you must keep in mind that the TV&STCRs for each trip must total the monthly Statement. A cardholder cannot have multiple months’ worth of charges on one TV&STCR Form. A new form is required for each monthly statement.

By signing at the bottom of the TV&STCR Form, you are certifying that the charges on your Card (and out-of-pocket, if any) are true and just and charges you authorized to be on your State cards.

### *Why do Travel and NET Cards have to be such an overload of Paperwork?*

Per the OSC Travel Manual, all travelers are required to submit in a timely fashion:

- A Travel Authorization (proving they had prior approval to take the trip)
- Justification as to the purpose of the business trip
- A Travel Voucher detailing and “certifying” the trip expenditures
- An itemized receipt for every expense put on a State issued card and most out-of-pocket

A savvy cardholder can eliminate some excess paperwork by heeding a few tricks:

- Know your monthly Credit Limit! Each card has a different standard monthly limit... Travel Card is \$2,000 and the NET Card is \$20,000. If you know your charges are going to exceed your monthly limit, please call or email Sandy Noble in Accounting. She will temporarily raise the limit to cover the overage.
- Use ONLY the Travel Card or ONLY the NET Card when making charges for one particular trip. Do NOT use multiple State cards for one trip.
- Keep in mind the Statement Dates for both the Travel and NET Cards. If possible, do not book air fare on your Travel Card on the 20<sup>th</sup> or 21<sup>st</sup> of the month. Wait until the 23<sup>rd</sup> of the month to book air fare.