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|  | **University Accounting**  **STATE UNIVERSITY OF NEW YORK**  **AT FREDONIA** | GUIDELINE NO: 812 |
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| TITLE: Non-Employee Travel Card | | |

# Purpose

The purpose of this guideline is to define the appropriate use of the NYS Non-Employee Travel Card.

# Scope

This Non-Employee Travel Card Program (NETcard) is intended to reduce the amount of students and visitors out-of-pocket expenses when traveling on behalf of SUNY Fredonia. The NET Card program is a privilege. You are being entrusted with a valuable tool – **the NETcard – which is to be used for non-employee business travel expenses only** when the traveler is in “Travel Status.” Because you will be making a financial commitment on behalf of the State University, you must strive to obtain best value for the University by following established travel policies and guidelines as appropriate.

# Procedure

**OBTAINING A NON-EMPLOYEE TRAVEL CARD:**

* Employee will complete a Non-Employee Travel Card Agreement and Acknowledgement Form (AAA).
  + Employee will submit the form to their Supervisor for approval.
* Supervisor will forward the completed AAA Form to Director of University Accounting.
* The Director of University Accounting will review the request, confirm need for card, and prepare application.
* **New NET cardholders and existing cardholders upon the card’s 3-year renewal cycle must attend a mandatory training/refresher session on the appropriate and non-appropriate use of their NETcard and sign an Agreement and Acknowledgment Form (AAA).**
  + - * Cardholders upon receipt of their card should go online and register for online access. Go to the following link and select “Self Registration for Cardholders”  
        <https://home.cards.citidirect.com/CommercialCard/Cards.html>
* Employee use is in accordance to the following policies and guidelines:
  + OCS Bulletin G-236 Appropriate Use of the New York State Citibank Travel Card
  + Non-Employee Travel Card Agreement and Acknowledgement Form
  + General travel rules of SUNY Fredonia’s Travel Guideline #810

**NON-EMPLOYEE TRAVEL CARD USE:**

* Reference the OCS Travel Manual and Travel Guideline #810 .
* You must submit a Travel Authorization (TA) for every trip placed on the NETcard. The Travel Authorization must be approved by the appropriate supervisor and should be submitted 4 weeks prior to the trip. A Travel Authorization is required for every trip, even if it is for “Insurance Purposes Only.”
  + If traveling with a group of students, only one (1) TA is required for the entire group.
* **The State NETcard is used to pay for travel expenses when a student or visitor is in “Travel Status” on official State University business only. The NETcard cannot be used for your travel or the travel of any New York State employee\*\*. You may not use this credit card for personal charges.** The State University and the Office of the State Comptroller may audit the use of your card and take appropriate action on any discrepancies or unauthorized charges. Any evidence that your card has been used fraudulently will require an investigation, after which disciplinary action may result. Fraudulent use may also result in criminal prosecution.

**\*\*The only time a New York State employee’s travel expenses can be put on the NETcard is when the:**

* **Coaching staff is traveling with the team or an Instructor is traveling with the students for a class or group trip.**
* **Student (who is on student payroll) is traveling as a “member” of the team, class or group. If the student is traveling on business in connection with their “position,” they must acquire a Travel Card.**
* **Allowable use of the NETcard includes costs for:**

Commercial transportation

Rental vehicle

Lodging

Meals (**as detailed below**)

Registration/Conference fees

Taxis/Parking

Subway

Fuel (when not using personal vehicle)

Visa/Passport

Historical/Cultural Site/Museum

Miscellaneous expenses while in travel status

Telephone Charges (related to official State business)

Unanticipated work supplies

* **The NETcard should not be used for:**

Fuel for personal vehicle

Food expenses for staff meetings and retreats

Personal use of any kind

Alcoholic beverages

Incidentals on hotel bill (gym/spa charges, and movie rentals)

Cash advances

**Purchasing Meals with NETcard:**

If cardholders choose to use the NETcard to pay for meals, the allowance for meals, including gratuities shall be limited to actual cost up to the maximum [Per Diem meal allowance](http://www.osc.state.ny.us/agencies/travel/meals.htm) or the Per Diem meal allowance set forth by the governing agency (such as NCAA). An itemized receipt for meal purchases is **required**. Alcoholic beverages cannot be paid with NET Card.

**Claiming Meal Per Diem on Travel Voucher:**

A traveler’s meals may be reimbursed on the Travel Voucher & State Travel Card Reconciliation Form on a [Per Diem basis](http://www.gsa.gov/portal/category/21287) based on location of lodging. If meals are provided or paid by another source related to the scheduled event, the traveler will not be reimbursed.

**RECONCILING A NON-EMPLOYEE TRAVEL CARD:**

* ALL charges on the NET Card **must** be supported by the Travel Voucher & State Travel Card Reconciliation Form and Travel Authorization.
* The NETcard billing period ends on the 6th of each month
* On the 7th cardholders will receive an email notification from the University Accounting Office to go online and review their NET card statements.
* The original receipts for all items charged on the State NETcard need to be submitted, with a corresponding [Travel Voucher & State Travel Card Reconciliation Form](file:///\\fredshare\Accounting\Accounting%20Procedures%20-%20Web%20Doc\Form_Travel_Voucher_and_State_Travel_Card_ReconciliationRev_01-2016.xls) for each trip, to the University Accounting Office (Maytum 401) **before the end of the next billing cycle** (ex. Employees will receive bill on February 7th, charges to be reconciled by March 7th).
  + As part of the monthly reconciliation, the NET Cardholder may have a specific trip in which a visitor, guest, candidate, etc. will have some out-of-pocket expenses they require reimbursement of. Please start a [Travel Voucher](file:///\\fredshare\Accounting\Accounting%20Procedures%20-%20Web%20Doc\Form_Travel_Voucher_and_State_Travel_Card_ReconciliationRev_01-2016.xls) for the visitor, include their full name and address on the top of the voucher. Input the travel expenses the visitor will be reimbursed for (attach any applicable back-up) and include the visitor’s Travel Voucher with your monthly reconciliation.
  + Timely submission of all documentation will make this reconciliation process successful.
  + This process helps to ensure there is no duplicate payment of expenses and that all expenses related to one trip are accounted for.
* Any charges that are unable to be offset against allowable costs/expenses per SUNY guidelines must be paid back to Fredonia via check. The **check will be made payable to “Citibank” and sent to the Director of University Accounting** together with the Travel Voucher & State Travel Card Reconciliation Form for that trip.
* **Average monthly credit limit on the NET Card will be $20,000. Failure to submit monthly documentation and reimbursement may result in an immediate credit limit reduction to $1 until such time the infraction is corrected.**

**LOST OR STOLEN CARD:**

* If your corporate NETcard is lost or stolen, you must notify Citibank and the Director of University Accounting immediately.

**NON-EMPLOYEE TRAVEL CARD INACTIVITY:**

* If there is no activity on a card for 18 months or more, the cardholder’s credit limit will be reduced to $1.00. This limits the institutions liability, but avoids premature cancelation of card.
  + The cardholder will be notified via e-mail of credit limit reduction.
* Cardholder must notify Director of University Accounting when card usage is anticipated (so the credit limit can be increased).
* Any card inactive for 24 months will be cancelled
  + Cardholder will be notified via e-mail to immediately destroy the NETcard
* It is the responsibility of the cardholder and/or their supervisor to promptly notify the Director of University Accounting when there is a change in cardholder information, card is lost or stolen, or when the NETcard is no longer needed.
* The State University may change the terms and conditions or its policies and procedures concerning use of this corporate travel credit card at any time and you must comply with these changes.