

CUNYfirst Business Procedure – Travel Card Procedures

Travel Card Policy

- CUNY's travel card program is designed to provide employees with a mechanism to pay for travel expenses. The card may be made available to employees who are expected to travel at least once a year as part of their job.
- All travel expenses charged to the travel card will be charged to the department travel budget.
- Only State employees are eligible to hold a travel card. To accommodate travel for non-State employees, students, job candidates, etc., the State has made available a Net card. This card must be held by a State employee and can be used to make travel purchases for those not eligible to hold an individual travel card.
- Only appropriate travel expenses may be charged to the card. These expenses include:
 - Transportation expenses including airfare and train fares.
 - Lodging (per diem limits apply)
 - Conference registrations fees, business supplies needed while traveling
- Local transportation when in travel status, e.g. airport to hotel and vice-versa. Examples of travel expenses that may **not** be charged to the card:
 - Local travel (subway, taxi, bus, etc.) is not to be charged to the travel card.
 - Food (food is covered as part of meal per diems which are reimbursed when the travel voucher is submitted)
 - Entertainment such as use of fitness facilities, in-room movies, etc.
 - Personal expenses
 - Business expenses that are not incurred while out of town and should be placed on a P-Cared
- Travel card expenses must be accounted for in all travel expense authorizations and reimbursements. (Currently referred to as NYS Travel Voucher AC-132A).

Travel Card encumbrance, reconciliation and payment

- Travel card holders must submit a requisition for anticipated travel spending for the fiscal year.
- Purchasing will create an amount-only purchase order for each travel card at the beginning of the fiscal year to encumber the funds. This purchase order will be based on an approved requisition in CUNYfirst. Travel card expenses will be paid against these encumbered funds.
- Upon notification that the monthly electronic statement is available for review, the travel card holder is responsible for the following actions:
 - Review the monthly electronic statement to validate that the charges are accurate.
 - Notify both the travel card Program Administrator and Citibank VISA of any disputes, fraudulent or erroneous charges.

- In order to meet the payment date for the travel card, users must enter a CUNYfirst system receipt reflecting the amount of the statement to be paid not later than five (5) business days after the statement date. Scan and attach a copy of the statement to the CUNYfirst receipt.
- Print the statement and attach copies of the receipts for the expenses to the statement and forward to Accounts Payable. These receipts are required for audit purposes and must be submitted not later than ten (10) business days after the statement date. Keep the original receipts because you will also need to submit them with your travel expense authorization and report for the trip.
- **NOTE: Revocation of the travel card may occur upon repeated delays in entering the CUNYfirst receipt, delays or failure to submit the required receipts or the use of the travel card for unapproved travel.**
- Accounts Payable will create a voucher referencing the amount-only PO for that travel card to pay the expenses on the monthly statement.