



State University of New York At Fredonia Travel Card Agreement and Acknowledgement Form

Your use of the State University of New York (SUNY) TRAVEL card is subject to the Rules and Guidelines set forth by the Office of the State Comptroller, Office of General Services, SUNY and Fredonia, as well as the following terms and conditions. The TRAVEL Card Program is intended to reduce the amount of employee out-of-pocket expenses when traveling on behalf of SUNY Fredonia. The TRAVEL Card program is a privilege and will be monitored by the Accounting/Accounts Payable Office to ensure all purchases meet approved guidelines. TRAVEL Card privileges will be revoked and/or disciplinary action taken (up to and including termination) for cardholders who utilize the card for unapproved expenditures or fail to adhere to travel policies and requirements. Continued misuse of the TRAVEL Card will jeopardize the future of the Travel/NET Card program for the entire campus.

- You are being entrusted with a valuable tool – the Corporate Travel Card – which is to be used for business travel expenses for the person whose name appears on the card **only**. Because you will be making a financial commitment on behalf of the State University, you must strive to obtain the best value for the University by following established travel policies as appropriate. SUNY and the Office of the State Comptroller will 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.

- **Misuse of the TRAVEL Card will result in the following disciplinary steps:**
 - **1st Offense:** Employee will be notified via email of the misuse/issue.
 - **2nd Offense:** Employee, their Supervisor, and the Internal Control Officer will be notified. The Internal Control Officer will send a letter to the cardholder (copying both their supervisor and Human Resources) directing the cardholder to schedule a counseling session, which will include another mandatory training session with the Travel Administrator.
 - **3rd Offense:** Employee's TRAVEL Card will be terminated and other disciplinary actions may be taken by Human Resources, which could include termination of employment.

Any misuse of the TRAVEL Card will also result in the employee reimbursing the un-allowable expense(s) to the Campus.

Allowable use of the TRAVEL Card includes costs for:

- Commercial transportation
- Rental vehicles
- Lodging
- Meals (as described below)
- Registrations
- Taxis/parking
- 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)

The TRAVEL Card should **not be used for:**

- Gas for personal vehicle.
- Food expenses for staff meetings and retreats
- Personal use of any kind
 - Including travel upgrades of any kind
- **Alcoholic beverages**
- Incidentals on hotel bill (gym/spa charges, and movie rentals)
- Cash advances

Purchasing Meals with TRAVEL Card:

- If cardholder chooses to use the TRAVEL Card to pay for meals, the allowance for meals (including gratuities) shall be limited to the actual cost up to the maximum Per Diem meal allowance by location or the Per Diem meal allowance set forth by the governing agency (such as the NCAA). Original, itemized receipts are required.
- If a traveler elects to request reimbursement for their meals and NOT put the charges on the TRAVEL card the per diem meal allowance based on the location of lodging (lodging receipt is required) may be recorded on the Travel Voucher & State Travel Card Reconciliation Form. If meals are provided or paid by another source related to the scheduled event, the traveler will not be reimbursed.
- TRAVEL Cards are the property of the State University. Human Resources will notify the Travel Administrator of all employee transfers, retirements or terminations. The cardholder should also be proactive and return their card immediately upon request or upon termination of employment or retirement. Should there be any change in your employment status at Fredonia, you must return this card.
- If your TRAVEL Card is lost or stolen, you must notify JP Morgan Chase and the Travel Administrator immediately.
- The State University may change the terms and conditions or its policies and procedures concerning use of this corporate TRAVEL card at any time and you must comply with these changes.

Reconciling and Reporting:

- Four (4) weeks prior to any travel, you must submit a Travel Authorization to the Accounting/Accounts Payable Office. Every trip that is to be charged on the TRAVEL Card requires a Travel Authorization form. The form must be completed in full and be approved by your supervisor prior to submittal.
- All charges made to your TRAVEL Card will be posted to a monthly credit card statement and released by JP Morgan Chase (JPMC) on the 20th of every month. As a courtesy (not a requirement), on or around the 21st, cardholders will receive an email notification from the Accounting/Accounts Payable Office to go online and review their credit card statements.
- It is the cardholder's responsibility to reconcile their monthly JPMC statement prior to the due date. This includes submitting a copy of your JPMC statement, a completed Travel Voucher & State Travel Card Reconciliation (TV&STCR) form and all supporting documentation, such as original, itemized receipts and proof of business for each trip charged to your TRAVEL card to the Accounting/Accounts Payable Office for payment. **Failure to submit monthly documentation by the due date of the statement will result in a credit limit reduction to \$1 until such time the violation is 100% corrected and the cardholder has completed a review of travel policies and procedures with the Travel Administrator. Additionally, your TRAVEL card could be revoked.**
- As part of the monthly reconciliation and travel voucher submission, 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 SUNY Fredonia and sent to the Director of University Accounting together with the travel voucher reconciling that trip.

Initial monthly credit limit on the TRAVEL Card will be \$2,000.

Cardholder may request a temporary or permanent increase based on need. All increases must first be approved by a supervisor prior to being sent to the Accounting Department.

TRAVEL Cards are NOT to be shared with other employees. The person, whose name is embossed on the card, is the ONLY employee who can add travel expenses to the TRAVEL Card.

PART I

As the employee requesting this card, I have read and understand these terms and conditions.

Name (as it appears on the legal document presented at the airport): _____

Last Four Digits of Social Security Number: _____

Title/Department: _____

Office/Location: _____

NYS Empl ID No. (ex. N01234567): _____

SUNY Fredonia Office Phone: _____

SUNY Fredonia email: _____

Signature: _____ Date: _____

PART II

As the supervisor of, _____ I acknowledge that I am responsible to ensure that he/she abides by the terms and conditions of the non-employee travel card program. I will take appropriate action in situations involving misuse of the TRAVEL card. I will request the card be canceled if he/she is terminated or if misuse or fraud is identified. I am also responsible for verifying the accuracy of all charges.

Supervisor's Name: _____

Supervisor's Title: _____

Supervisor's Signature: _____

PART III

Receipt of TRAVEL Card (to be completed when card is picked up):

I, _____, have received my TRAVEL card from the Accounts Payable Department as well as training in regards to (and a copy of) the SUNY Travel Guidelines Policy #810 and Travel Card Policy #811. I agree to abide by the Travel Policy on all future trips.

Employee Signature: _____ Date: _____

Accounts Payable Representative: _____