

	<b>Accounting/Accounts Payable</b>  <b>STATE UNIVERSITY OF NEW YORK AT FREDONIA</b>	POLICY NO: 811
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		LAST REVISED: 3/1/2024
<b>TITLE: Travel Card</b> Guidelines for Obtaining and Use of Travel Card		

## I. Purpose

The purpose of this guideline is to define the appropriate use of the NYS Travel Card as well as outline how to obtain a card and who qualifies.

## II. Scope

This 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. You are being entrusted with a valuable tool – the Travel Card – which is to be used for business travel expenses **only** when you are in “Travel Status.” 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 and guidelines as appropriate.

## III. Procedure

### 1. OBTAINING A TRAVEL CARD

- a. Employee must complete a Travel Card Agreement and Acknowledgement Form (TCAA).
- b. Employee will submit the form to their Supervisor for approval.
- c. Supervisor forwards the completed TCAA Form to Travel Administrator.
- d. The Travel Administrator will review the request, confirm need for card, and email applicant instructions with a link to complete the online card application with JP Morgan Chase.
- e. Employee must complete the online application and notify Travel Administrator when submitted.
- f. Travel Administrator will finalize card application and request new card be sent to the Accounting Department.
- g. Card will arrive in 4-5 business days at which time Travel Administrator will email employee to set up a time to review Travel Policy #810 and to pick up card.
- h. Upon receipt of card, employee should call to activate card immediately and then log in to JP Morgan Chase to create their online account access with username and password.
- i. New Travel cardholders and existing cardholders upon the card’s 3-year renewal cycle must attend a mandatory training/refreshers session on the appropriate and inappropriate uses of their Travel card and sign a new TCAA.
- j. Employee’s card use must be in accordance to the following policies and guidelines:
  - i. Travel Card Agreement and Acknowledgement Form

- ii. General travel rules of SUNY Fredonia's Travel Guideline, Policy #810
- iii. This guideline, Policy #811.

## 2. TRAVEL CARD USE

- a. Refer to the Fredonia Travel Guideline #810 and the TCAA for a more detailed list of rules and procedures for Travel card use.
- b. You must submit a Travel Authorization (TA) for every trip you take. The Travel Authorization must be approved by your supervisor and should be submitted 4 weeks prior to the trip. A Travel Authorization is required for every trip.
- c. **You may use the Travel Card to pay for travel expenses when you are in "Travel Status" on official State University business only. You may not use this credit card for personal charges or for anyone aside from yourself.**
- d. 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.
- e. **Allowable use of the Travel Card includes costs for**
  - i. Commercial transportation
  - ii. Rental vehicle
  - iii. Lodging
  - iv. Meals (as detailed below)
  - v. Registration/Conference fees
  - vi. Taxis/Parking
  - vii. Subway
  - viii. Fuel (when not using personal vehicle)
  - ix. Visa/Passport
  - x. Historical/Cultural Site/Museum
  - xi. Miscellaneous expenses while in travel status
  - xii. Telephone Charges (related to official State business)
  - xiii. Unanticipated work supplies
- f. **The Travel Card should **not** be used for**
  - i. Fuel for personal vehicle
  - ii. Food expenses for staff meetings and retreats
  - iii. Personal use of any kind
  - iv. Alcoholic beverages
  - v. Incidentals on hotel bill (gym/spa charges, and movie rentals)
  - vi. Cash advances
- g. **Purchasing Meals with Travel Card**
  - i. If cardholders choose to use the Travel Card to pay for meals, the allowance for meals, including gratuities, shall be limited to actual cost up to the maximum Per Diem meal allowance. An itemized receipt for meal purchases is **required**. Alcoholic beverages cannot be paid with the Travel Card.
- h. **Claiming Meal Per Diem on Travel Voucher**
  - i. Meals may be reimbursed on the Travel Voucher & State Travel Card Reconciliation Form on a Per Diem basis 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. If the traveler is opting to claim

reimbursement at the full meal Per Diem meal allowance, then the travel card may not be used to purchase food and beverages.

### **3. RECONCILING A TRAVEL CARD**

- a. ALL charges on the Travel Card **must** be supported by a Travel Voucher & State Travel Card Reconciliation Form and Travel Authorization.
- b. The Travel card billing period ends on the 20<sup>th</sup> of each month
- c. On the 21<sup>st</sup> travelers will receive a courtesy email from the University Accounting Office to go online and review their credit card statements.
- d. The original, itemized receipts for all items charges on the Travel card must be submitted, with a corresponding Travel Voucher & State Travel Card Reconciliation Form for each trip, to the University Accounting Office (Maytum 402) before the due date of the current statement.
  - i. Timely submission of all documentation will make this reconciliation process successful.
  - ii. This process helps to ensure there is no duplicate payment of expenses and that all expenses related to one trip are accounted for.
- e. 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.
  - i. An incident of the unallowable cost/expense will be sent to the Internal Control Director for review and action.

**Average monthly credit limit on the Travel Card will be \$2,000. Failure to submit monthly documentation and reimbursement will result in a credit limit reduction to \$1 until such time as the issue is resolved and a Travel Policy #810 refresher course has been completed.**

### **4. LOST OR STOLEN CARD**

- a. If your corporate travel card is lost or stolen, you must notify JP Morgan Chase and the Travel Administrator immediately.

### **5. TRAVEL CARD INACTIVITY**

- a. If there is no activity on a card for 18 months or more, the cardholder's credit limit will be reduced to \$1. This limits the institution's liability, but avoids premature cancellation of card.
  - i. The cardholder will be notified via e-mail of the credit limit reduction.
- b. Cardholder must notify Travel Administrator when card usage is anticipated (so the credit limit can be increased).
- c. Any card inactive for 24 months will be canceled.
  - i. Cardholder will be notified via e-mail to turn the card into the Travel Administrator for destruction.
- d. It is the responsibility of the cardholder and/or their supervisor to promptly notify the Travel Administrator when there is a change in cardholder information, card is lost or stolen, or when the Travel Card is no longer needed.
- e. 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.