

	<b>Accounting/Accounts Payable</b>  STATE UNIVERSITY OF NEW YORK AT FREDONIA	POLICY NO: 812
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TITLE: <b>Non-Employee Travel Card</b> Guidelines for Obtaining and Use of a NET Card		

## I. Purpose

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

## II. Scope

This Non-Employee Travel Card Program (NET card) 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 NET card – 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 the best value for the University by following established travel policies and guidelines as appropriate.

## III. Procedure

### 1. OBTAINING A NET CARD

- a. Employee must complete a NET Card Agreement and Acknowledgement Form (NCAA).
- b. Employee will submit the form to their Supervisor for approval.
- c. Supervisor will forward the completed NCAA 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 NET cardholders and existing cardholders upon the card’s 3-year renewal cycle must attend a mandatory training/refresher session on the appropriate and inappropriate uses of their NET card and sign a new NCAA.
- j. Employee’s card use must be in accordance to the following policies and guidelines:

- i. NET Card Agreement and Acknowledgement Form
- ii. General travel rules of SUNY Fredonia's Travel Guideline, Policy #810
- iii. This guideline, Policy #812.

## 2. NET CARD USE

- a. Refer to the Fredonia Travel Guideline #810 and the NCAA for a more detailed list of rules and procedures for NET card use.
- b. You must submit a Travel Authorization (TA) for every trip placed on the NET card. 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.
  - i. If traveling with a group of students, only one (1) TA is required for the entire group.
- c. The NET card is used to pay for travel expenses when a student or visitor is in "Travel Status" on official State University business only. The NET card cannot be used for the employee's travel or the travel of any New York State employee. You may not use this credit card for personal charges. **There is one exception, which allows a New York State employee's travel to go on the NET Card. That exception is when coaching staff is traveling with the team or instructional staff is traveling with a group of students for a course or group activity. If traveling with the team or group, the New York State employee's expenses may go on the NET Card. If the New York State employee is not in "Travel Status" and the majority of the team or group is NOT comprised of non-employees, the New York State employee's expenses must be out-of-pocket payments.**
- 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 NET 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 NET 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 NET card**
  - i. If cardholders choose to use the NET 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 or the Per Diem meal allowance set forth by the governing agency. An itemized receipt for meal purchases is **required**. Alcoholic beverages cannot be paid with NET Card.
  - ii. Athletics can utilize their NET cards to purchase meals for student athletes who are required to be on campus during holidays/breaks as a result of their teams' schedule. This option is only allowed if written proof is provided by FSA that dining halls are closed and FSA will not be providing alternate meal options. For example, if FSA is able to provide a 'bagged' lunch and Cranston Marché is open for dinner on that same day, **ONLY** breakfast may be charged to the team NET card. In addition, the student athlete meal per diem of \$23 for a full day and \$13 for a partial day still applies and coaches must provide a roster noting who was provided meals.
- h. **Claiming Meal Per Diem on Travel Voucher**
  - i. A traveler's 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.

### **3. RECONCILING A NET CARD**

- a. ALL charges on the NET Card **must** be supported by a Travel Voucher & State Travel Card Reconciliation Form and Travel Authorization.
- b. The NET card billing period ends on the 5<sup>th</sup> of each month
- c. On the 6<sup>th</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 NET 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 NET Card will be \$5,000. 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 NET card is lost or stolen, you must notify JP Morgan Chase and the Travel Administrator immediately.

**5. NET 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 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.