

NET CARD POLICIES/GUIDELINES

I. Purpose

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

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 the State. 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.”](#) Use of the card creates a financial commitment on behalf of the State University; therefore, you must strive to obtain best value for the University by following established travel policies and guidelines as appropriate.

III. Procedure

Obtaining a Non-Employee Travel Card

- Employee will complete a Non-Employee Travel Card (NET Card) Application form.
- Employee will submit the form to their Supervisor for approval.
- Supervisor will forward the completed Form to the Travel Office at ESF.
- The travel card administer will review the request, confirm need for card, and order card if deemed necessary.
- **New NET cardholders and existing cardholders are required to participate in an annual training/refreshers session on the appropriate and non-appropriate use of their NET card and sign an Agreement and Acknowledgment Form. Failure to participate will result in card cancelation.**
- 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:
- OSC Bulletin G-236 Appropriate Use of the New York State Citibank Travel Card
- [Travel Card/NET Card Agreement and Acknowledgement](#) Form
- General travel rules of [SUNY ESF Travel Policies/Guidelines](#)

Travel Card Use

- Reference the [OCS Travel Manual](#) and [Travel Policies/Guidelines](#)
- You must submit a [Travel Authorization](#) for every trip you take. The Travel Authorization must be approved by your supervisor and should be submitted prior to the trip. A Travel

Authorization is required for every trip, even if it is paid for by a third party, for “Insurance Purposes Only.”

- **You may use the corporate 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.** 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.

- **Allowable use of the NET Card includes costs for:**

NYS Funded Travel Only

Transportation; such as rental car, taxi, airfare, train, Uber

Lodging

Meals

Registration/Conference fees

Parking

Fuel for rental car or state car (when gas card in glove box doesn't work)

Telephone Charges (related to official State business)

Candidate meals, recruitment meals, Team meals (Athletics), student funded travel

- **The NET Card should not be used for:**

Fuel for personal vehicle

Food expenses for staff meetings and retreats

Personal use of any kind

Daytrip Meals

Alcoholic beverages

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

*Cash advances

Gift Cards

*Prior Approval Required. Training and additional forms must be completed in advance of a approving cash advance. Cash Advances are issued on an exception only basis.

Purchasing Meals with Travel Card:

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](#). A receipt for meal purchases is **required**. Alcoholic beverages **CANNOT** be paid with NET Card.

Claiming Overnight Meal Per Diem on Travel Voucher:

- Meals may be reimbursed on the Travel Voucher 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 NET card may not be used to purchase food and beverages.

- A travel voucher must be submitted detailing all expenses including both corporate NET card charges and out of pocket expenses. The travel administrator will reimburse out of pocket expenses and pay the corporate card directly. Vouchers must be submitted timely as they provide information necessary to reconcile the corporate card bill. Revocation of the NET card may occur upon repeated delays in the submission of vouchers. Vouchers must be submitted for all charges, whether or not out of pocket expenses were incurred.
- **Daytrip meals not allowed on Net Card and must be reimbursed to the employee because they are reviewed for tax purposes. Most Daytrip meals are taxable to the employee.**

Reconciling a Non-Employee Travel Card

- ALL charges on the NET Card **must** be supported by a [Travel Voucher](#) and [Travel Authorization](#).
- The NET card billing period ends on the 22nd of each month
- Around the 23rd, travelers will receive an email notification from the Travel Office to submit Net Card Reconciliation.
- The **original** receipts for all items charged on the State NET card need to be submitted, with a copy of the corresponding Travel Voucher for each trip, to the Travel Office at SUNY ESF within 10 days after the email is sent out. (Example: all February's charges need to be turned in by March 2nd.)
- 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.
- 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 the travel office at SUNY ESF via check. The **check shall be made payable to "SUNY ESF" and sent to the Travel Administrator** together with the Travel Voucher for that trip.
- Any incident of the unallowable cost/expense will be sent to the Internal Control Office for review and action.
- Per the State-wide Financial System (SFS), the monthly statement must be submitted in one monthly payment. Any late submissions may result in a late fee being charged to the campus. Should a late reconciliation create a late fee charge, the late fee will be charged to the department late in reconciling.
- **Average monthly credit limit on the NET Card will be \$2,500. Failure to submit monthly documentation and reimbursement will result in an immediate credit limit reduction to \$1 until such time the breach is corrected.**

Lost or Stolen Card

- If your corporate NET card is lost or stolen, you must notify Citibank and the Travel Coordinator immediately.

NET Card Inactivity

- If there is no activity on a card for 12 months or more, the cardholder's credit limit will be reduced to \$1.00. This limits the institution's liability, but avoids premature cancellation of card.
- The cardholder will be notified via e-mail of credit limit reduction.
- Cardholder must notify Travel Coordinator when card usage is anticipated (so the credit limit can be increased).
- Any card inactive for 24 months will be canceled.
- Cardholder will be notified via e-mail to immediately destroy the NET Card.
- It is the responsibility of the cardholder and/or their supervisor to promptly notify the Travel Coordinator when there is a change in cardholder information, card is lost or stolen, or when the NET Card is no longer needed.
- The State University may change the terms and conditions or policies and procedures concerning use of the corporate travel credit card at any time. Compliance with these changes is required.

Printed name: _____

Signature: _____ Date _____