

State of New York
State Corporate Travel Card Program – Policies and Responsibilities

The State Corporate Travel Card Program provides employees with a mechanism to pay for travel expenses. The Travel Card is generally available to all employees who are expected to travel at least once a year as part of their job. Applications for a card should be made through agency finance offices. Agency finance offices must ensure that all employees complete the Travel Card/Purchasing Card Acknowledgement Form when they receive their Travel Card.

Employees who travel must submit an SFS Travel Expense Report and detail all expenses incurred, including both travel card charges and other expenses. Agency finance offices will reimburse allowable expenses and pay the corporate card charges directly to the card issuer, currently Citibank. Travel Expense Reports must be timely submitted, since they provide the information needed to reconcile the corporate card bill. A traveler's card may be revoked if the traveler is repeatedly late submitting Travel Expense Reports. Travel Expense Reports must be submitted for all charges made to the card whether or not other expenses were incurred.

Only appropriate travel expenses may be charged to the card. Employees are not permitted for any reason to incur personal charges on the card. Improper or unauthorized charges will require mandated reimbursement to the agency by the employee, and may result in suspension or loss of card privileges, and disciplinary action.

In order to ensure that employees use the card for appropriate and authorized expenses, agencies should process a Travel Expense Report as soon after submission as possible. Agencies should also request Travel Expense Reports from employees when the agency receives a monthly statement containing charges that an employee has failed to report. Not only does this prevent unnecessary interest charges from accruing, but it allows the agency to reconcile unreported charges and to take steps to correct any improper or unauthorized use.

Agencies are responsible for recovering any overpayments and improper charges, as well as for ensuring the bill is reconciled correctly. Agencies may establish policies similar to those used in accounting for cash advances. Improper charges may be recovered from an employee's reimbursement for out-of-pocket expenses, paychecks, or any other monies owed to the employee.

Employees who leave the agency must turn in their Travel Card before leaving. Agency finance offices are responsible for verifying any outstanding charges and canceling an employee's Travel Card before the employee's final paycheck is issued.