Your use of the State University of New York Travel card is subject to the Rules and Guidelines of the Office of State Comptroller and Office of General Services and the following terms and conditions:

You are being entrusted with a valuable tool – the Corporate Travel Card – which is to be used for business travel expenses only. Because you will be making a financial commitment on behalf of the College, you must strive to obtain best value for the College by following established travel policies as appropriate.

You must submit a Travel Authorization Form for every trip you take. The Travel Authorization Form must be approved by your supervisor and should be submitted 4 weeks prior to the trip. A Travel Authorization Form is required for every trip, be it for “Insurance Purposes Only,” reimbursement method, for all charges put on your corporate travel card.

All charges made to your corporate travel card will be posted to a central bill. Before the next billing cycle your reconciled monthly Citibank statement and all corresponding Travel Voucher(s) for each trip must be submitted to Accounts Payable for payment. It is important that you promptly submit your reconciled statement and travel voucher(s) for your trip(s) in order for all charges to be reconciled. Failure to submit your paperwork in a timely manner may result in revocation of your travel card.

You may use the corporate travel card to pay for travel expenses when you are in “Travel Status” on official College business only. You may not use this credit card for personal charges. The College 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.

You must follow the policies and procedures established by the College for the use of this corporate travel card. Failure to do so may result in revocation of your user privileges or other disciplinary action, which could include termination of employment.

The Corporate Travel Cards are the property of the College. You must return your card immediately upon request or upon termination of employment or retirement. Should there be any change in your employment status you must return this card.

If your corporate travel card is lost or stolen, you must notify Citibank and the Accounts Payable or Purchasing Manager (s) immediately. 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.

The Travel Card Program is intended to reduce the amount of employee out-of-pocket expenses when traveling on behalf of Farmingdale State College. The Travel Card program is a privilege and will be monitored by the Accounts Payable Office to ensure all purchases meet approved guidelines. Travel Card privileges will be revoked for cardholders who utilize the card for unapproved expenditures. Continued misuse of the Travel Card will jeopardize the future of the Travel Card program for the entire campus.

Travel Application Revised 2/14
Allowable use of the travel card includes costs for
- Commercial transportation
- Rental vehicle
- Lodging
- Meals
- Registration/Conference fees
- Taxis/Parking
- Subway
- Fuel (when not using personal vehicle)
- Visa/Passport
- Miscellaneous expenses while in travel status
  - Telephone Charges (related to official State business)
  - Unanticipated work supplies

The Travel Card should not be used for:
- Fuel for personal vehicle
- Food expenses for staff meetings and retreats
- Personal use of any kind
- Alcoholic beverages
- Incidentals on hotel bill (gym/spa charges, and movie rentals)
- Cash advances

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. An itemized receipt for meal purchases is required. Alcoholic beverages cannot be paid with Travel Card.

Reconciling and Reporting:
- ALL charges on the Travel Card must be supported by an employee Travel Voucher and Travel Authorization.
- The travel card billing period ends on the 22nd of each month
- On or about the 23rd travelers will receive an email notification from the Accounts Payable Office review the attached credit card statement
- The original receipts for all items charges on the State travel card need to be submitted, with a corresponding Travel Voucher for each trip, to the Accounts Payable Office (Whitman Hall Room 271) before the 15th of the next billing cycle (ex. Employees will receive bill on February 23rd, charges to be reconciled by March 15th).
- 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 by check made payable to “Citibank” and sent to Accounts Payable together with the travel voucher reconciling that trip.

Failure to submit monthly documentation and reimbursement will result in an immediate credit limit reduction to $1 until such time the violation is corrected.

Travel Application Revised 2/14
As the employee requesting this card, I have read and understand these terms and conditions.

Name: ____________________________________________________________

Last Four Digits of Social Security Number: __________________________

Title: ____________________________________________________________

Office/Location: __________________________________________________

Account Number: _______________________________

Phone: __________________________________________________________

Email Address: _________________________________________________

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 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 verify the accuracy of all charges.

Supervisor’s Name: ________________________________________________

Supervisor’s Title: ________________________________________________

Supervisor’s Signature: ____________________________________________