

Travel Card Policy
Procedure Number 30011.1

Type of Policy:	Administrative
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Reason for Policy:	This policy exists to provide the approved method for purchasing travel related items utilizing State, Income Fund Reimbursable (IFR), SUTRA and DIFR account funds consistent with published travel guidelines available on SUNY Cobleskill Travel webpage, Travel Information .
Policy Statement:	It is the policy of SUNY Cobleskill to provide limited authorization to Travel Cardholders to purchase travel related expenses. Travel Cardholders' actions must be consistent with published purchasing authority guidelines and procedures as provided in Procedure Number 30011.1.
Procedures:	<p>SUMMARY</p> <p>The State University of New York Travel Card (TCard) program offers campuses a method of purchasing travel related items. This program is intended to allow campuses the flexibility to streamline local procedures and controls while in travel status performing work on behalf of SUNY Ag & Tech at Cobleskill. Proper use of the Travel Card significantly reduces the time between requesting reimbursement for travel by using personal cards. The program is currently managed by JP Morgan Chase (JPMC.)</p> <p>In addition to saving time, the TCard program greatly reduces the volume of accounts payable transactions and the associated administrative costs. This is done by eliminating travel invoices and consolidating multiple payments into one monthly voucher payment to the Travel card vendor.</p> <p>Employees must apply for a TCard using the Credit Card Application available on the Business and Fiscal Affairs web page. The TCard program is a privilege and will be monitored by the Office of Business and Fiscal Affairs to ensure all purchases meet approved guidelines. TCard privileges will be revoked for cardholders who misuse the card. Continued misuse of the TCard will jeopardize the future of the TCard program for the entire campus. TCards are used for State, IFR, SUTRA and DIFR funds only. The Research Foundation and the Cobleskill College Foundation have different cards, rules, and guidelines.</p>

CARDHOLDER RESPONSIBILITIES

By signing for and activating the Travel Card, the employee agrees to participate in the State University TCard program and assumes responsibility in accordance with program guidelines. Failure to abide by these terms may be viewed as grounds for disciplinary action up to and including dismissal. These responsibilities include but are not limited to the following:

- The State University Travel Card is to be used for business expenditures only and within the guidelines of New York State's Travel Card program.
- The Travel Card may not be used for personal travel, or entertainment purposes.
- Users must understand the agency's accounting procedures concerning the availability of funds to cover the expense.
- Users must be able to substantiate the reasonableness of price for purchased items.
- It is the user's responsibility to ensure the vendor knows the purchase is a Sales Tax-Exempt purchase. If sales tax is charged, the cardholder is responsible for contacting the vendor directly and requesting a refund of the sales tax. If required by the vendor, a State of NY Exemption Certificate for Occupancy by Government Employees, ST-129 must be properly completed, signed by the cardholder and submitted to accommodation vendors requiring tax exempt documentation.
- Users must be knowledgeable about individual card limits and do not attempt to make purchases in excess of the single transaction limit.
- Orders cannot be split to facilitate use of the Travel Card or bypass the single transaction limit.
- The Travel Card will be issued in the name of the employee. By accepting the card, the employee assumes responsibility for the card and will be accountable for all charges made with the card. The card is **not transferable** and may not be used by anyone other than the cardholder.
- The University Travel Card must be maintained with the highest level of security. If a Travel Card ever becomes lost or stolen or suspected fraudulent activity is detected on the Travel Card account, the cardholder must contact JP Morgan Chase (JPMC) and the Program Administrator immediately.
- All charges will be billed and paid directly by the campus. Therefore, the cardholder's credit rating is not affected by participating in the New York State Travel Card program.
- The billing cycle for JPMC VISA begins on the 23rd of a month and continues through the 22nd of the following month. At the end of the cycle the cardholder is required to print the monthly statement from the JPMC website and review it for accuracy. While the cardholder will not be responsible for making payments, the cardholder will be responsible for the verification and reconciliation of all account activity.
- Following the completion of a billing cycle, all cardholders will also be notified via email by the Office of Business and Fiscal Affairs of the time period for reconciling all transactions. Cardholders that have made transactions during the recently closed billing cycle will be required to reconcile, complete ETravel Form, and submit original receipts to the Office of Business and Fiscal Affairs by the 15th of each month. Failure to comply with the processes by the 15th of each month will result in Travel Cards being revoked and the department will be charged 20% of the total statement.
- Cardholder accounts may be subject to periodic internal control reviews and audits designed to protect the interests of New York State. By

accepting the card, the cardholder agrees to comply with these reviews and audits. The cardholder may be asked to produce the card to validate its existence and are required to produce statements and receipts to verify appropriate use.

- Policies and procedures related to the Travel Card program may be updated or changed at any time. New York State will promptly notify all cardholders of these changes. The cardholder agrees to and will be responsible for the execution of any program changes.
- The cardholder agrees to surrender and cease use of their card upon termination of employment whether for retirement, voluntary separation, resignation, or dismissal. In addition, the cardholder must surrender and cease use of the card in the event of transfer or relocation. The cardholder may also be asked to surrender the card at any time deemed necessary by Campus management.
- Misuse or fraudulent use of the card may result in disciplinary action and may be grounds for dismissal.

Allowable Purchases

All items purchased with a Travel Card become the Property of SUNY Cobleskill and New York State. This property MAY NOT be given away.

You may use the card for:

- Athletic recruiting trips
- Commercial transportation
- Rental vehicle
- Fuel
- Lodging
- Meals (as detailed below)
- Registration/Conference fees
- Taxis/Parking/Subway
- Historical/Cultural Site/Museum
- Miscellaneous expenses while in a travel status – telephone charges & wifi (related to official State business) and unanticipated work supplies

Purchasing Meals with the 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 purchased with the Travel Card.

Claiming Meal Per Diem on Travel Voucher:

Meals may be reimbursed on the Travel Voucher on a Per Diem 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.

Prohibited Purchases

Items you cannot use the Travel Card for include:

- Personal use of any kind
- Alcoholic Beverages
- Fuel for personal vehicle if receiving mileage reimbursement
- Fuel for personal vehicle if less than 35 miles from either home or official station ([Traveler's Guide](#))
- Athletic team travel
- Food or expenses for staff meetings and retreats
- Incidentals on hotel bill (gym, spa charges, movie rentals, etc.)
- Valet Parking
- Cash advances
- Student Government Association Activity
- Any individual's travel other than the cardholder

If you have questions regarding the appropriate use of the Travel Card, contact, Businessaffairs@cobleskill.edu, or ext. 5533.

MAKING A PURCHASE

To make a purchase using the New York State Travel Card, follow the same general procedures used for any type of credit card purchase.

All purchases made using the Travel Card should be supported by original receipts. The documentation must be maintained and stored for reconciliation, auditing and tax purposes. In addition, these documents will be necessary to resolve any disputes.

Purchases Requiring Prior Approval - Agency policy and subsequent approval procedures may vary, and it is the cardholders' responsibility to adhere to agency requirements.

In addition, cardholders should:

- Not split an order when the total purchase exceeds the per transaction limit.
- Not share or give their card or account number to anyone else other than the vendor from whom they are making the purchase.
- Use the card only for legitimate State business purposes.
- Maintain the card in a secure location at all times.
- Not accept cash in lieu of a credit on the card.
- Not ship any purchased items to a personal/home address.
- Immediately notify JPMC and the Program Administrator of a lost or stolen card.
- Return the card to the Program Administrator upon terminating employment.
- Ensure credits for reported disputed items or billing errors appear on a subsequent statement.
- Attempt to resolve disputes or billing errors directly with the vendor and notify JPMC if the dispute or billing error is not satisfactorily resolved.
- Obtain all required documentation for reconciliation and forward to the Business and Fiscal Affairs Office in a timely manner.

The documentation should support authorization of the purchase, the purchase price of the item and the receipt of the item. Examples of documentation include invoices, JPMC statements, printed Internet confirmations, credit card receipts, receiving acknowledgments and a

travel log.

Account Reconciliation

Cardholder reconciliation procedures include:

- Review all transactions listed on the activity statement
- Attach all sales receipts and other documentation to the activity statement as support for each transaction
- Identify and highlight all discrepancies on the activity statement
- Contact vendor directly to resolve discrepancies
- Review the reconciled activity statement (with attached receipts) with cardholder's supervisor for approval
- Forward statement and receipts to the Office of Business and Fiscal Affairs.

The cardholder should login to review the monthly JPMC statement for accuracy and reconcile each charge transaction to the vendor receipts and/or invoices. The cardholder should also ensure all items are received in satisfactory condition and dispute any times not received thusly.

The cardholder review should include the following questions:

1. Did I purchase all items appearing on the statement?
2. Are there any items I purchased that do not appear on the statement?
Keep documentation associated with these purchases until the following statement. If the charge still does not appear, contact the vendor.
3. Does the amount quoted to me by the vendor match the amount I was charged for each item? Was I charged any tax of which I was not aware?
4. Did I receive all items ordered in satisfactory condition? If not, the cardholder should ensure the items are received in satisfactory condition within the 60-day dispute window or dispute the charge.
5. Do credits appear on the statement in the proper amount for any returns?
6. Have I retained a copy of my transaction documents for my records?

Disputed Items

Agencies are responsible for paying the JPMC bill in full, including any disputable charges, within 30 days of receipt of the invoice. The cardholder should review their statement each month for accuracy of charges. If the cardholder identifies a disputable charge on their statement, the cardholder should attempt to resolve the dispute with the vendor. If the cardholder cannot resolve a dispute with a vendor or there is a charge that is unauthorized or unrecognized on the cardholder's JPMC statement, the cardholder must dispute the charge by contacting JPMC directly.

Lost or Stolen Credit Cards

Any lost and/or stolen Travel Card must be reported immediately to JPMC by calling 1-800-316-6056. The cardholder should be prepared to give their name exactly as it appears on the face of the card, the account number, the card's expiration date, and a brief explanation surrounding the loss. Immediately following this notification, the cardholder must notify the agency's Travel Card Program Administrator.

State Liability

The Travel cardholder will not be billed directly for the charges but will be able to access a monthly statement of transaction information. The State of New York will be liable for all appropriate charges made using the Travel Card. Employees who complete an application for the JPMC Travel Card will

not be subject to a credit check. All authorized and appropriate charges incurred using the Travel Card are paid by the State of New York.

New York State will be liable for all charges to the Travel Card account except for fraudulent use of the card by a vendor and/or an employee, those in excess of the single transaction or monthly limits and any other limits imposed by participating State agencies and accepted by JPMC. Employees will be responsible for reimbursing the State of New York for any charges incurred as a result of their misuse of the card. The employee may also be subject to other disciplinary actions. New York State will not be liable for any charges incurred by non-employees. Therefore, it is important to report immediately any lost and/or stolen Travel Cards or unauthorized use of the card to JPMC.

JPMC uses the last four digits of a cardholder's social security number for identification purposes when a cardholder contacts them for account information and card activation. The full social security number is not required.

Audit Responsibility

The agency issuing the card should establish a program to audit the Travel Card transactions. At a minimum this audit should be done monthly. This audit function may rest in the Business and Fiscal Affairs office, the internal auditor's office or other appropriate office with staff possessing the skills to effectively audit these transactions.

The Office of the State Comptroller may elect to audit any and all Travel cardholder accounts. These OSC audits do not require advance notice. It is important that all entities using the Travel Card retain accurate records of all transactions made. These records must be made available to the Office of the State Comptroller upon request.

Separation from the Campus

Employees who separate from the campus for any reason must turn their TCards into the Human Resources office or the office of Business and Fiscal Affairs. All cards will be deactivated effective their date of separation.

Policy History:

Revision Date	Author/Owner	Description of the action on the revision date
December 5, 2025	Elizabeth Miller	Adoption of the policy