

NEW YORK STATE – The Green Card

NON-EMPLOYEE TRAVEL CARD (NETCard)

The Non-Employee Travel Card Program is intended to reduce the amount of non-employee out-of-pocket expenses when traveling on behalf of SUNY Cobleskill. The NET Card program is a privilege and will be monitored by the Business Office to ensure all purchases meet approved guidelines. NET card privileges will be revoked for cardholders who utilize the card for **unapproved** expenditures. Continued misuse of the NET Card will jeopardize the Future of the Travel Card program for the entire campus. Only State and IFR funds may be used.

Allowable use of the NET Card includes costs for:

- Commercial transportation.
- Rental vehicles.
- Lodging.
- Meals (as described below).
- Registrations.
- Taxis/parking.
- Gas for rental vehicles **only**.
- Miscellaneous expenses while in travel status.

The NET Card should not be used for:

- Athletic recruiting trips.
- Gas for personal vehicle.
- Food expenses for all staff meetings and retreats.
- Personal use of any kind.
- Alcoholic beverages.
- Incidentals on hotel bill (gym/spa charges, and movie rentals).
- Cash advances.
- Student Government Association Activity.

Purchasing Meals with NET Card:

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 governing agency (i.e. NCAA). An **itemized** receipt for meal purchases is **required**. Alcoholic beverages **cannot** be paid with the NET Card.

Claiming Meal Per Diem on Travel Voucher:

A traveler's meals may be reimbursed on the Travel Voucher 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.

Reconciling and Reporting:

- All charges on the Travel Card must be supported by an employee Travel Order, and Travel Voucher, if reimbursement is required.
- 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>

- The original receipts for all items charged on the State Travel Card need to be submitted upon receipt of the Travel Credit Card Statement. If reimbursement is required, a corresponding Travel Voucher with copies of receipts may be required. All documentation must be sent to the Business Office, one (1) week from return of trip.

**This Card is intended for STUDENT/TEAM travel expenditures,
except for Student Government Association Activity!**