

NEW YORK STATE – The Blue Card

TRAVEL CARD CHARGES (State or IFR Funding ONLY)

Allowable use of the travel card includes costs for:

- Athletic recruiting trips
- Commercial transportation
- Rental vehicle
- Lodging
- Meals (**as detailed below**)
- Registration/Conference fees
- Taxis/Parking
- Subway
- Fuel (in Rental Vehicle **ONLY**)
- Visa/Passport
- Historical/Cultural Site/Museum
- Miscellaneous expenses while in a travel status
 - Telephone Charges (related to official State business)
 - Unanticipated work supplies

The Travel Card should not be used for:

- Athletic team travel
- Fuel for personal vehicle
- Food or 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
- Valet Parking
- Student Government Association Activity
- Any individuals travel other than the cardholder

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 paid with the Travel Card.

Claiming Meal Per Diem on Travel Voucher:

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. 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.

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 Office of Business Affairs, one (1) week from return of trip.