

NYS OSC

Individual Travel

Card Guidelines

Binghamton University



Travel Policy Highlights-Reminders

- ▶ Employee Travel Expense reports must be submitted to the Travel Office with all of the required documentation (payable ready) within 30 calendar days of the end of the travel event ...no exceptions! Incomplete or late expense reports will be returned unpaid.
- ▶ Travelers must submit all original Travel Card receipts with JPMC Travel Card reconciliations or reimburse the expenses that were charged. Reimbursements need to be made to the Business Office if non-covered charges are made on the Travel Card. Submit any expense justifications with the Travel Card reconciliations
- ▶ Travelers must provide all original expense receipts with expense reports from the travel event to be reimbursed for any expenses coverable per the NYS OSC Travel guidelines and manual. Expenses submitted without the original receipts will not be reimbursed. Copies of your JPMC Travel Card receipts (marked TC at the top right of the receipt) must also accompany any Expense reports submitted to the Travel Office.

▶ **DO NOT** charge
your Meals to
your Travel card!



Allowable Expenses

- ▶ Only the Traveler's expenses can be put on the Individual Travel Card...no other travelers' charges are allowed on your Travel card
- ▶ This is a hard and fast NYS OSC regulation. This card is for expenses for you and you alone.
- ▶ Allowable Expenses on your Travel Card—with an approved R&A in place
 - Lodging
 - Airfare, Baggage fees
 - Gas for rental cars only...if you put gas for a personal car on the card, no mileage or mileage vs rental calculated amount is allowed for reimbursement
 - Rental Cars—only compact or standard size without Travel Office pre-approval
 - Taxi/Uber/Lyft—tips of up to 20% are allowed on the **base rate only**
 - Registrations only if you have no other mechanism to pay for your registration
 - Internet connection fees
 - Supplies and materials if the card is accepted at that location—coded for Travel
 - Tolls (not for personal EZ Pass re-up)
- ▶ Non-reimbursable and non-Travel Card Expenses
 - Speeding fines/toll violations/parking tickets
 - Laundry; Entertainment (e.g., theater tickets, in-room movies)
 - Any personal charges not related to the Travel event
 - UBER Eats or food delivery services

First thing needed for any Employee traveling? **R&A Form**

- ▶ Once a traveler is aware of an upcoming travel event, this form is the first to be completed.
- ▶ **No charges can be put on your Travel Card without an approved R&A**
- ▶ Rquest and Authorization to Travel is necessary before any plans can be made
- ▶ It's the who, what, where, when, why, how, and how are you paying for the travel event—road map!
- ▶ Electronic R & A Form for Employee Travel—on your My.Binghamton
 - All asterisked fields must be completed
 - Integrates travel warnings, per-diem and lodging over per-diem policy
 - All international travel to DOS and CDC travel warning countries of level 3 or 4 need a Risk Management Assessment form and approval from Risk/President's office
 - Budget amount is what your Travel Card limit will be set to for the travel event
 - Need to request a **Credit Card control number** on your R&A in order for us to activate your Travel Card for a travel event...your card limit is set at zero until you have asked for a CC control number

Airfare for Business & Personal

- ▶ Traveler must pay for their airfare when combining work and personal travel
- ▶ **AKA...This type of airfare cannot be put on the Travel Card**
- ▶ When incorporating personal travel with business travel, traveler will need
 - First quote for airfare of what NYS wants him/her to do (i.e.: leave on Monday, come back Thursday)
 - Second quote including personal travel– what he/she would like to do (i.e.: leave Monday and come back Sunday)
- ▶ If the quote including personal travel is less than NYS work only quote, BU will cover all of the cost but traveler must be reimbursed for the airfare (NYS costs \$700, personal travel airfare cost is \$600) with detailed itinerary, breakdown of charges and proof of payment.
- ▶ If the quote including person travel is more than the NYS work only quote, the traveler will be reimbursed for the work quote amount (NYS costs \$700, quote with personal travel airfare cost is \$850)
- ▶ **Get the work quote in writing/print**
 - Can't prove the cost if you don't have the quote!!
 - Work quote needs to be quoted the same day the traveler purchases the work + personal airfare
 - **No work quote, no reimbursement of flight at all**

Over Per Diem Lodging

- ▶ If staying at a hotel that is over the area's lodging per-diem, this expense needs to be justified on the R&A form before the trip occurs or traveler will only qualify for the area's lodging per-diem (plus applicable taxes outside of NYS on daily per-diem rate).
- ▶ Conference site—a conference event is held at your hotel—no pre-justification needed
- ▶ Conference recommended hotel—hotels that are recommended by the Conference organizers but no events are held in any of these hotels...needs pre-justification
 - NYS wants traveler to show that traveler tried to obtain the most economical room rate possible—compare 3 like hotels, pick the cheapest and document on R&A before the travel event.
- ▶ “Conference Hotel” means nothing—follow conference recommended guidelines or only allotted per-diem for the area
- ▶ If submitting R&A without over per-diem lodging justification, only the area's lodging per-diem amount will be allowed for expense purposes.
- ▶ If you need to justify over per-diem lodging after submitting the R&A, you can send your 3 quotes to travel@binghamton.edu. **THIS MUST BE DONE BEFORE YOUR FIRST DAY OF TRAVEL to be pre-justified as per NYS**
- ▶ If no over per diem lodging justification and BU Travel Card was used, \$\$\$ will need to be reimbursed to the Business Office for the overage as determined by the Business Office staff. No exceptions will be allowed.

Meal Per Diems

- ▶ Meals are **not allowed** to be put on your Individual Travel Card.
- ▶ Hotel lodging slip is needed to claim meal per-diem
- ▶ 7/7 rule for entire travel event
 - Leave at or before 7AM—you get breakfast, Leave after 7AM—no breakfast
 - Get home at or before 7PM—no dinner, get home after 7PM—you get dinner
- ▶ If traveling during a breakfast or dinner time, you get your meal per-diem
- ▶ Interactive [GSA Per Diem lodging/meal rates](#) to find lodging and meal per-diems for the area you are **lodging...do not use the GSA per-diem meal breakdown!!!**
- ▶ NYS Per-diem meal breakdown is figured at 20% breakfast and 80% dinner (whole dollars, round based on change amount aka Math 101).
- ▶ Meals provided by conferences/meetings/hotels **are not reimbursable to traveler...NO PER-DIEM...**please let us know if a reception held at dinner time includes dinner. **Lunch/Snacks not a covered service**—ever (wrapped up in the meal per-diem)
- ▶ We will need a conference schedule of events with expense report that spell out daily events and meals included in conference
- ▶ **Method 1 aka Unreceipted Method**—staying with family or friends and no hotel stay...different than regular meal per-diems for lodging and meals. Please refer to this link:
<https://www.binghamton.edu/offices/travel/traveling/lodging-and-meals.html>
- ▶ **Do not** put meals on your Individual Travel Card.

Foreign Travel - Advisory



FOREIGN TRAVEL

[Home](#) > [Travel Office](#) > [Foreign Travel](#)

Foreign Travel and Restricted Travel Advisory

Occasionally, employees may have to travel outside of the continental United States for the benefit of the University. When seeking reimbursement, Travelers must:

- Seek reimbursement based on the maximum per diem allowance established by the U.S. Department of State, [Foreign Per Diems](#). The foreign per diem rates are published monthly. Expenses must be converted to US currency based upon the exchange rate in effect during the period of travel. This can be done on [Currency Converter](#).
- Breakdown meal per diems, if needed, (20 percent of total meal per-diem for breakfast and 80 percent total per-diem for dinner).
- Follow the University's policy on traveling to countries that are listed on the US Department of State's Bureau of Consular Affairs' Travel Warning website. Binghamton University's policy is listed below:

Travel Warning Notice

The U.S. Department of State's Bureau of Consular Affairs and the Centers for Disease Control and Prevention, based on relevant information, issue travel advisories for every country in the world.

Employee and student travelers to a country or a specified area within a country with a Level 3 or Level 4 must receive authorization prior to travel.

The traveler must submit a [Request to Travel to Countries with a Travel Warning \(.docx\)](#) to Risk Management, AD-217 to begin the ITSC review process. Control numbers will not be issued until the Travel event has been approved by the International Travel Safety Committee.

For more information, please visit the [international travel page](#).

Overseas Insurance Program

The International Student and Scholar Services Office (ISSS) offers international health and

Travel Office

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[BU Travel Agent](#)

[Non-Employee Travel](#)

[Foreign Travel](#)

[Vehicle Usage](#)

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Travel Card Reconciliation Process

- Department Admin(s) will receive a paper JPMC statement for any of their Travelers that have charges for that month via an email from the Business Office
- Someone will need to gather all of the receipts for each Traveler's statement and provide backup documentation of trip (R&A), OPD quotes, justification, etc. if applicable, and staple them to the JPMC Statement
- Both the Traveler and the Traveler's Supervisor will need to sign the Statement approving the charges
- Once all of this is all set, send your reconciliation statement and attachments to the Business Office, AD-512
- Or your Department Admin can do the process electronically on My.Binghamton (travel card reconciliation form)
- This must be done **within 14 days** of receiving the statement
- **No other charges** can be placed on the Travel card until the reconciliation is complete and sent to the Business Office

Travel Card Application, page 1

STATE UNIVERSITY OF NEW YORK TRAVEL CREDIT CARD APPLICATION

Your use of the State University of New York (SUNY) JP Morgan Travel credit card is subject to the following terms and conditions. You must comply with these terms and conditions as part of the terms and conditions of your employment.

1. You are being entrusted with a valuable tool – a SUNY Travel credit card – and will be making a financial commitment on behalf of the State and SUNY. You must strive to obtain the best value for the State and SUNY by using proper Purchasing practices as identified by the Purchasing Department.
2. You understand the State of New York is liable to JP Morgan for all charges made using the Travel credit card.
3. You must use the Travel for travel related procurement on Official University use only. Do not use this card for personal charges. New York State will audit the use of the Travel credit card, report and take action on any discrepancies. Any evidence that a SUNY credit card is being used fraudulently or for personal charges will result in disciplinary action.
4. You must follow the policy and procedures established by New York State ([here](#)), SUNY, and the campus for the use of the Travel credit card. Failure to do so may result in either revocation of your user privileges or other disciplinary action, including termination of employment.
5. You must return any State issued credit card immediately upon request or upon termination of employment (including retirement). Should there be any change in your employment status which causes your travel responsibilities to change, you must return the credit card and arrange to have a new card issued, if appropriate.
6. If the Travel credit card is lost or stolen, you must notify your campus Card Administrator and JP Morgan immediately.
7. New York State, SUNY, or the Campus may change these terms and conditions or its policy and procedures concerning the use of the credit card, and you must comply with those changes.

As the employee I have read and understand the terms and conditions stated above, and am requesting the receipt of a (circle one):

Travel Card

Department _____

*Employee Name: _____ *Last 4 digits of SSN: _____

*Business Address: _____ *Phone: _____

*Signature: _____ *Date: _____ *Email: _____ [@binghamton.edu](mailto:_____@binghamton.edu)

*Department support staff member handling the reconciliation process _____ *Phone _____ *Email _____

Travel Card Application, page 2

PART II

*As _____ supervisor I acknowledge that I am responsible to ensure:
(Enter employee's name here)

That the employee abides by the above conditions. I am responsible for taking appropriate action in situations involving misuse of the Travel credit card. I am responsible for canceling the card if the cardholder is terminated for any reason or if any misuse or fraud is identified. I am responsible for making certain that any reports I receive are checked for accuracy.

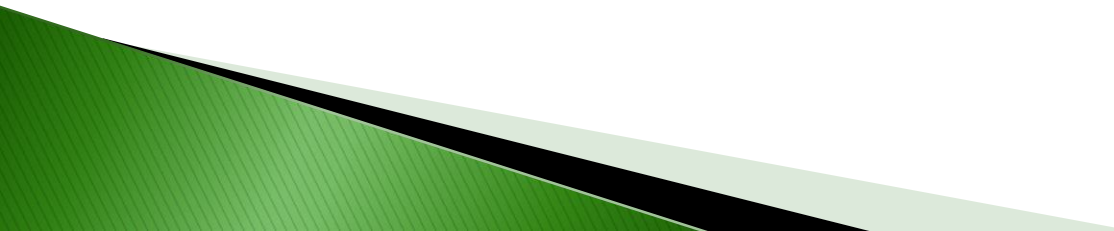
*Supervisor's Name: _____ *Date: _____

*Supervisor's Signature: _____ *Date: _____

*SUNY Account to Charge: _____

Credit Card Administrators Signature: _____

Date: _____



Miscellaneous Items

- ▶ Travel Card application—both pages must be filled out (all asterisked fields) and signed by the Traveler and their supervisor...then send to travel@Binghamton.edu or interoffice to the Business Office, AD512.
- ▶ The traveler must pick up the Travel card at the Business Office as the Travel Card acknowledgement form must be filled out and signed by the Traveler
 - you need to bring the **date of your Travel Card training**; this is necessary to pick up the Travel Card
- ▶ If asked to send in additional documentation, please identify the traveler & trip info on documentation (dates/destination)
- ▶ Additional receipts found and not charged to Travel Card(s) or not claimed on original expense report?
 - Supplemental Expense Report can be filed within the 30 day timeframe
- ▶ Tipping – need explanation/justification and only allowed up to 20% of allowable charges before fees (**tip on base rates only** on ride services/taxis).
- ▶ Improper or unauthorized charges to your Travel Card(s) will result in mandated reimbursement to the Business Office and could result in suspension or loss of privileges related to the travel card(s), and/or disciplinary action.
- ▶ Employees leaving Binghamton University must turn in their Travel Card to the Business Office **immediately** upon resignation.

Contact Us...Anytime!

travel@binghamton.edu ☺

- ▶ To be used for:
 - General Travel inquiries including but not limited to:
 - Pre-Travel planning
 - Timely expense report submission requirements
 - Over per diem justification requirements for lodging
 - Rules/Regulations clarification
 - Questions regarding information sent to you from the Travel Office
 - Anything travel that you need help with!!!
 - Questions about what expenses are allowed on the Travel Card(s)
 - Questions about the Travel Card Program

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