Citibank Travel Card

- Use for YOUR travel expenses only, while you are on official State business. If traveling with another faculty member, only your charges go on your travel card.
  - Airfare
  - Parking
  - Fuel for rental vehicle
  - Lodging
  - Meals (no alcohol)
  - Trainfare
  - Rental vehicle
  - Registration
  - Baggage fees

- Your travel card will not have money available on it until I receive an approved Travel Requisition.
  
  http://www.potsdam.edu/offices/purchasing/upload/NewTravelReq.pdf
  
  I will email you notifying you your card has funding available prior to your trips.

- Use only with State, IFR or Dorm funds. No foundation or PACES funds.

- Verify per diems allowed at www.gsa.gov. Let the hotel know you are a government employee to receive State rate. If lodging is over per diem fill out a Justification for Over – the – Maximum Lodging Rate form prior to your travel for approval.
  
  Lunch is not allowed.
  
  http://www.potsdam.edu/offices/purchasing/upload/OvertheMax100614.pdf

- Remember tax exempt forms. We are tax exempt in NYS.
  
  http://www.potsdam.edu/offices/purchasing/upload/taxexempt.pdf
  

- If you book airfare, trainfare or pay registration with your travel card, please email Natalie at gravlinf@potsdam.edu a copy of your ticketed itinerary and/or receipt.

- Make sure you get ITEMIZED receipts for your charges.

- Turn in Employee Report of Travel Expense and Claim Form within 5 business day of the return of your trip to Purchasing & Payables.
  
  http://www.potsdam.edu/offices/purchasing/upload/ReportofTravelExpenses.pdf

- If you lose your card contact Citibank along with our office immediately.

Please visit the Purchasing & Payables web page, http://www.potsdam.edu/offices/purchasing/, for travel procedures and forms.

Any travel questions contact Natalie Gravlin x2143 or gravlinf@potsdam.edu
Citibank NETcard

- The NETcard is for Non-Employee business travel. Therefore if you are traveling alone use your Tcard, not your NETcard.

- If you are traveling with students, submit a Travel Requisition with a list of students going with you. I will email you notifying you your NETcard has money available on it for you to use.
  
  http://www.potsdam.edu/offices/purchasing/upload/NewTravelReq.pdf

- Use when traveling with students to a conference or event:
  
  o Airfare
  o Lodging
  o Rental vehicle
  
  Parking
  Meals (no alcohol)
  Registration
  
  Fuel for rental vehicle
  Trainfare
  Baggage fees

- Use only with State, IFR or Dorm funds. No foundation or PACES funds.

- Verify per diems allowed at www.gsa.gov. Let the hotel know you are a government employee to receive the State rate. If lodging is over per diem fill out a Justification for Over – the Maximum Lodging Rate form prior to your travel for approval.
  
  Lunch is not allowed.
  
  http://www.potsdam.edu/offices/purchasing/upload/OvertheMax100614.pdf

- Remember tax exempt forms. We are tax exempt in NYS.
  
  http://www.potsdam.edu/offices/purchasing/upload/taxexempt.pdf
  

- If you book airfare, trainfare, paying registration please email Natalie at gravlinf@potsdam.edu a copy of your ticketed itinerary and/or receipt.

- Make sure you get ITEMIZED receipts for your charges.

- Turn in your Employee Report of Travel Expense and Claim Form within 5 business day of the return of your trip to Purchasing & Payables.
  
  http://www.potsdam.edu/offices/purchasing/upload/ReportofTravelExpenses.pdf

- Use for Consultants coming to campus:
  
  o Airfare
  o Lodging
  o Rental vehicle

  Submit an email to me providing the details of the Consultants trip, how much funding you need on your NET card, along with the account holder’s approval and I will let you know when your card has funding available for use.

- If you lose your card contact Citibank along with our office immediately.

Please visit the Purchasing & Payables web page, http://www.potsdam.edu/offices/purchasing/, for travel procedures and forms. Any travel questions contact Natalie Gravlin x2143 or gravlinf@potsdam.edu
Travel Requisition

Submit with all required signatures prior to travel to allow for internal approvals, procedural compliance, and cost-effective trip planning. Send completed original signed copy to Purchasing & Payables, Raymond 415 and make a copy for your records. Review travel policy at www.potsdam.edu/offices/purchasing/travel.

Name: ________________________ Title: ________________________

Department: ____________________ Date: ________________________

Purpose for Trip: ____________________ AM/PM: ____________________

Destination (City, State): ____________________ Time: ____________________

Departure Date: ___________ Anticipated Expenditure: ____________________

Registration ________________________

Transportation

☐ Rental Car: Confirmation #: ___________ Location: ___________

☐ State Vehicle: ___________ Miles @ $ .41 /mile. ___________

☐ Airfare: ___________

☐ Train: ___________

☐ Personal Car mileage: ___________ Miles @ $ .66 /mile

Lodging

☐ Receipted (per diem) ___________ days x $ ___________ /day. ___________

☐ Un-receipted ___________ days x $ ___________ /day. ___________

Meals

☐ Per Diem (overnight) ___________ days x $ ___________ /day. ___________

☐ $5/$12 (day trip) ___________ breakfast(s) @ $ ___________ ___________

☐ dinner(s) @ $ ___________ ___________

Incidental Expenses

Parking $ ___________ Taxi $ ___________ Tolls/Bridges $ ___________ Subway $ ___________

Internet $ ___________ Gas $ ___________ Other (explain) $ ___________

TOTAL COST OF TRIP: $ ___________

Persons who travel before obtaining all approvals do so at their own risk and may not be reimbursed for their travel costs.

Approvals

Traveler: ____________________ Date: ____________________

Traveler's Supervisor: ____________________ Date: ____________________

Dean: ____________________ Date: ____________________

Vice President: ____________________ Date: ____________________

For faculty: *Dean's approval is required for ALL faculty travel

**VP approval is required for ALL faculty out of state travel

For staff: **VP approval is required for ALL staff travel

Req. #: ____________________ Amount Encumbered: ____________________ Date: ____________________
Sample – Purchasing & Payables web page

Click on Travel

Travel Procedures

Below you will find procedural summaries for the most common types of reimbursed travel. While these rules are extremely helpful, they are not inclusive. The New York State Travel Manual and Airfare Procedures include additional information that may be useful based on your individual travel circumstances.

- Day Trip: In-State via Automobile
- Overnight: In-State via Automobile
- Overnight: In-State via Airplane
- Overnight: Out-of-State via Automobile
- Overnight: Out-of-State via Airplane
- Day Trip: International via Automobile
- Overnight: International via Automobile
- Overnight: International via Airplane

Resources

- Per Diem Rates – Domestic
- Per Diem Rates – Foreign
- Meal Breakdowns (Meal Breakdown for Students is $20.00/day)
- Mileage Rates
- Foreign Currency Converter
- Enterprise Rent-A-Car Procedures
- Travel Card Guidelines
- NETcard Guidelines
- Personal Car at Rental Rate Calculator
- Travel / NETcard Training Packet
To look up lodging and meal per diems:
www.gsa.gov

Hover on Travel; Plan & Book; and click on Per Diem Rates
Then do a search or click on the State you are traveling to on the US map

<table>
<thead>
<tr>
<th>Primary Destination</th>
<th>County</th>
<th>2017 Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>2018 Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
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<tbody>
<tr>
<td>Standard Rate</td>
<td>Applies for all locations without specified rates / STANDARD RATE</td>
<td>$93</td>
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<td>$93</td>
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<tr>
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<tr>
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<td>Broome / Tioga</td>
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<tr>
<td>Floral Park / Garden City / Great Neck</td>
<td>Nassau</td>
<td>$152</td>
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<tr>
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<tr>
<td>Ithaca / Waterloo / Romulus</td>
<td>Tompkins / Seneca</td>
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<table>
<thead>
<tr>
<th>Primary Destination</th>
<th>County</th>
<th>M&amp;IE Total</th>
<th>Continental Breakfast/ Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
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<td>$5</td>
<td>$48.00</td>
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<tr>
<td>$51</td>
<td>$10</td>
<td>$41</td>
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</tbody>
</table>

Lunch is not reimbursed.
Justification for Over - the - Maximum Lodging Rate*

*This form must be completed and all approvals granted before reserving your room. Reservations may be made once the traveler receives approval via email from the Purchasing & Payables office.

Please note the following:

- To receive the NYS approved rate, you must request it when making your reservation.
- If traveling out of state, you should still request the NYS lodging rate. Many facilities will extend this rate to state/federal employees regardless of your home state.
- If you're unable to secure the NYS lodging rate, this form must be completed, approved, and forwarded to the Purchasing & Payables office, 4th Fl. Raymond Hall.

Traveler's Name: _____________________________
Travel Date(s): ______________________________
Destination (City/State): __________________________
Name of Hotel: ________________________________
Maximum State Lodging Rate: $_______ / night
Actual Rate: $_______ / night

Justification:

____________________________________________________________________________________

____________________________________________________________________________________

Traveler’s Signature** ___________________________ Supervisor’s Signature ______________________

**Traveler asserts that they have made their best effort to attain lodging in compliance with the current published government rate.

Purchasing & Payables Office Use:

Status: Approved __________________________ Not Approved __________________________

Date: __________________
How to figure out rental car rate vs. cost to take own vehicle
Purchasing & Payables web page
Click on Travel
Go to Resources
Click on Personal car at rental rate calculator

Office of General Services

Personal Car at Rental Rate Calculator
Enterprise/National

Rates* as of: 1-1-2018
* Mileage reimbursement rate prior to 1/1/2017 also available below.

Input Variables

| Total Miles to be Traveled | 101 |
| Location where the rental was made | All Other Locations |
| Size of Vehicle | Compact |
| Daily, Weekly or Monthly rental | Daily |
| Total Days, Weeks or Months in Rental | 1 |
| # of Miles to Retail Agency (roundtrip) | 10 |
| Cost of Gasoline per Gallon | $2.75 |
| Car Rental Price | $31.30 |
| Mileage Reimbursement Rate | $0.545 |
| Rental Car Gas Mileage (MPG) | 30 |

Click the cell to select your location from a drop down menu.
Click the cell to select the size of your rental from a drop down menu.
Click the cell to select the term of rental - Daily, Weekly or Monthly.
Click the cell to select the correct mileage reimbursement rate: prior to or after 1/1/2018.

Instructions: When it is cheaper to rent a car but you would prefer to use your own vehicle, you must adjust the mileage claimed on your expense report to be equivalent to the cost of a rental. This form will use the variables you enter to calculate how many miles you must claim (roundtrip) to equal the cost of a rental vehicle.

Link to Enterprise online renting for government employees
Link to AAA Daily Fuel Gauge Report - Areas Fuel Prices

Personal Car Use Travel Voucher Justification
Complete the fields in brackets and copy this into the Comments/Justification of the travel voucher:

Personnel Car Use Travel Voucher Justification

Despite a rental being the lowest cost option from my trip on "insert date": 00/00/2018
I chose to use my personal vehicle for convenience. The actual length of the trip was "insert miles" miles:
I have adjusted the mileage on the voucher to give a reimbursement equivalent to the cost of renting a car per the GOER calculator.

Calculated Results

| Lowest cost highlighted in yellow. |
| Own Car Cost | $55.05 |
| Rental Car Cost | $46.01 |
| Rental | $31.30 |
| Refueling | $9.26 |
| Mileage to rental agency | $5.49 |
| $46.01 |

# Miles to Claim on Expense Report
to equal the cost of a rental:

Departure: 42
Return Trip: 42
This form may only be used by government employees of the United States, New York State, or political subdivisions of New York State.

Name of hotel or motel

Dates of occupancy
From: To:

Address (number and street) City
State ZIP code Country

Certification: I certify that I am an employee of the department, agency, or instrumentality of New York State, the United States government, or the political subdivision of New York State indicated below; that the charges for the occupancy of the above business on the dates listed have been or will be paid for by that governmental entity; and that these charges are incurred in the performance of my official duties as an employee of that governmental entity. I certify that the above statements are true, complete, and correct, and that no material information has been omitted. I make these statements and issue this exemption certificate with the knowledge that this document provides evidence that state and local sales or use taxes do not apply to a transaction or transactions for which I tendered this document, and that willfully issuing this document with the intent to evade any such tax may constitute a felony or other crime under New York State Law, punishable by a substantial fine and a possible jail sentence. I understand that the vendor is a trustee for, and on account of, New York State and any locality with respect to any state or local sales or use tax the vendor is required to collect from me; that the vendor is required to collect such taxes from me unless I properly furnish this certificate to the vendor; and that the vendor must retain this certificate and make it available to the Tax Department upon request. I also understand that the Tax Department is authorized to investigate the validity of tax exemptions claimed and the accuracy of any information entered on this document.

Governmental entity (federal, state, or local) Agency, department, or division

Employee name (print or type) Employee title Employee signature Date prepared

Instructions

Who may use this certificate
If you are an employee of an entity of New York State or the United States government and you are on official New York State or federal government business and staying in a hotel or motel, you may use this form to certify the exemption from paying state-administered New York State and local sales taxes (including the $1.50 hotel unit fee in New York City). This does not include locally imposed and administered hotel occupancy taxes, also known as local bed taxes.

New York State governmental entities include any of its agencies, instrumentalities, public corporations, or political subdivisions.

Agencies and instrumentalities include any authority, commission, or independent board created by an act of the New York State Legislature for a public purpose. Examples include:

- New York State Department of Taxation and Finance
- New York State Department of Education

Public corporations include municipal, district, or public benefit corporations chartered by the New York State Legislature for a public purpose or in accordance with an agreement or compact with another state. Examples include:

- Empire State Development Corporation
- New York State Canal Corporation
- Industrial Development Agencies and Authorities

Political subdivisions include counties, cities, towns, villages, and school districts.

The United States of America and its agencies and instrumentalities are also exempt from paying New York State sales tax. Examples include:

- United States Department of State
- Internal Revenue Service

Other states of the United States and their agencies and political subdivisions do not qualify for sales tax exemption. Examples include:

- the city of Boston
- the state of Vermont

To the government representative or employee renting the room
Complete all information requested on the form. Give the completed Form ST-129 to the operator of the hotel or motel upon check in or when you are checking out. You must also provide the operator with proper identification. Sign and date the exemption certificate. You may pay your bill with cash, with a personal check or personal credit card, with a government voucher, or with a government credit card.

Note: If, while on official business, you stay at more than one location, you must complete an exemption certificate for each location. If you are in a group traveling on official business, each person must complete a separate exemption certificate and give it to the hotel or motel operator.

To the hotel or motel operator
Keep the completed Form ST-129 as evidence of exempt occupancy by New York State and federal government employees who are on official business and staying at your place of business. The certificate should be presented to you when the occupant checks in or upon checkout. The certificate must be presented no later than 90 days after the last day of the first period of occupancy. If you accept this certificate after 90 days, you have the burden of proving the occupancy was exempt. You must keep this certificate for at least three years after the later of:

- the due date of the last sales tax return to which this exemption certificate applies; or
- the date when you filed the return

This exemption certificate is valid if the government employee is paying with:

- cash
- personal check or credit/debit card
- government voucher
- government credit card

Do not accept this certificate unless the employee presenting it shows appropriate and satisfactory identification.

Substantial penalties will result from misuse of this certificate.
TAX EXEMPT STATUS – STATE UNIVERSITY OF NEW YORK

“Section Eight, Clause One of the Constitution of the United States, provides in part that the Congress shall have the power to levy taxes. Judicial interpretation of this section has led to a general rule that neither state nor federal governments may tax instrumentalities of the other, if doing so would interfere with governmental functions.”

“In addition, the Internal Revenue Code (26 USCA 115) specifically provides that, for purposes of federal taxation, gross income does not include... (2) income accruing to the government of any possession of the United States, or any political subdivision thereof.”

“The State University of New York, pursuant to the Education Law of the State of New York, has been established within the State Education Department, itself an agency of the State of New York. In addition, case law has consistently held that the State University is an integral part of the government of the State itself, and is an agency thereof. As a result, the State University shares the tax exempt status of the State of New York itself.”

“...The Internal Revenue Service has assigned the exemption number 14740026K to the State of New York. This number includes purchases made by the State University as well as an agency of the State.”

“Finally, Section 1116 (2) (1) of the Tax Law of the State of New York specifically provides that sales, use or occupancy to or by the State or any of its agencies, shall not be subject to the taxes imposed under the Sales and Use Tax Article.”
EMPLOYEE REPORT OF TRAVEL EXPENSES AND CLAIM FOR PAYMENT

Agency Name: SUNY Potsdam
Employee ID: NO1087417
Last Name: Gravlin
Home Address: 123 Main Street
Business Purpose: Conference

Official Station Address: 44 Pierrepont Ave.
First Name: Natalie
City: Potsdam
State: NY
Zip: 13676

Start Location Street: 44 Pierrepont Ave.
Start Location Zip: 13676
Normal Work Hours: 8am - 4pm
Destination Location Street: 72 Broadway Ave.
Destination Location Zip: 12205

Travel Start Date and Time: 11/6/18 8am
Travel End Date and Time: 11/9/18 9pm

1. Indicate All Travel Expenses:
   - Lodging: Hilton 3 nights
   - Transportation (AC 3259-S): took state vehicle
   - Meals (AC 3258-S):
     - Overnight Per Diem: 3 @ $74 each = $222.00
     - Additional Breakfast: 1 @ $15 + Additional Dinner: 1 @ $59 each = $74.00
   - Day Trip Breakfast: @ $15 each + Day Trip Dinner: @ $15 each
   - Mileage Claimed (AC 160-S):

2. Summary:
   - Total Travel Expenses: $944.00
   - A. Total Travel Expenses: $944.00
   - B. Subtract Amount Paid with Travel Advance
   - C. Subtract Amount Billed to Corp Card (AC 3256-S): $618.00
   - D. Other Direct Bill to Agency (Specify):
   - E. Other Adjustments (Specify):

Incidental Expenses – List (AC 3268-S):
- Registration: $75.00
- Taxi & Toll: $22 + $8.00 = $30.00
Total Travel Expenses – Enter in Section 2 Line A: $974.00
Total Amount Claimed: $336.00

Traveler's Certification:
I hereby certify that the above account and attached schedules are just, true and correct, that no part thereof has been paid, except as stated therein, and that the balance therein stated is actually due and owing, and that the amounts claimed were necessary for the performance of my official duties.

Natalie Gravlin
Admin, Aide
11/2/18

Supervisor's Certification (if required):
I, the claimant's supervisor, certify that this account has been examined and to the best of my knowledge and belief, the amounts claimed therein were necessary for the performance of the claimant's authorized official duties.

My Supervisor
Dir. of Procurement
11/3/18

FOR AGENCY USE ONLY
Expense Report Number
Travel Auth. Code
Entered by
Date
# Employee Report of Travel Expenses and Claim for Payment

**Agency Name:** SUNY Potsdam  
**Business Unit/Department Code:**  
**Employee ID:**  
**Official Station Address:** SUNY Potsdam,  
**Official Station Zip:**  
**Last Name:** Gravlin  
**First Name:** Natalie  
**Home Address:** 123 Main St.,  
**City:** Potsdam  
**State:** NY  
**Zip:** 13676  
**Business Purpose:** Conference  
**Travel Description:** Presenting at conference  
**Start Location Street:** 44 Pierrepont Ave.  
**Start Location Zip:** 13676  
**Destination Location Street:** 71 West 23rd St.  
**Destination Location Zip:** 10010  
**Travel Start Date and Time:** 11/14 6 am  
**Travel End Date and Time:** 11/14 9 pm  

## 1. Indicate All Travel Expenses

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<tr>
<th>Description</th>
<th>Amount</th>
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<td><strong>Transportation (AC 3289-S)</strong></td>
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<tr>
<td>Took state vehicle.</td>
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<td><strong>Meals (AC 3268-S)</strong></td>
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<tr>
<td>1/6 dinner</td>
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<td>Overnight Per Diem</td>
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<td>@ $ each</td>
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<td><strong>Additional Breakfast</strong></td>
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<td>@ $ each</td>
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<td>1/7 Breakfast @ $ 7.25</td>
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</tr>
<tr>
<td>1/7 dinner @ $ 18.00</td>
<td></td>
</tr>
<tr>
<td><strong>Day Trip Breakfast</strong></td>
<td></td>
</tr>
<tr>
<td>@ $ each</td>
<td>29.75</td>
</tr>
<tr>
<td>1/8 Breakfast @ $ 8.50</td>
<td></td>
</tr>
<tr>
<td>1/8 dinner @ $ 21.25</td>
<td></td>
</tr>
<tr>
<td><strong>Mileage Claimed (AC 160-S)</strong></td>
<td></td>
</tr>
<tr>
<td>@ $ per mile</td>
<td></td>
</tr>
<tr>
<td><strong>Incidental Expenses - List (AC 3258-S)</strong></td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>75.00</td>
</tr>
<tr>
<td>Taxi 22, tolls $8.00</td>
<td>30.00</td>
</tr>
<tr>
<td><strong>Total Travel Expenses - Enter in Section 2 Line A</strong></td>
<td>741.50</td>
</tr>
</tbody>
</table>

## 2. Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Total Amount Claimed</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Total Travel Expenses</td>
<td>741.50</td>
</tr>
<tr>
<td>B. Subtract Amount Paid with</td>
<td></td>
</tr>
<tr>
<td>Travel Advance</td>
<td></td>
</tr>
<tr>
<td>C. Subtract Amount Billed to</td>
<td></td>
</tr>
<tr>
<td>Corp Card (AC 3266-S)</td>
<td>73.50</td>
</tr>
<tr>
<td>D. Other Direct Bill to Agency (Specify)</td>
<td></td>
</tr>
<tr>
<td>E. Other Adjustments (Specify)</td>
<td>8.00</td>
</tr>
<tr>
<td><strong>Total Amount Claimed</strong></td>
<td>748.00</td>
</tr>
</tbody>
</table>

---

**Traveler’s Certification:**  
I hereby certify that the above account and attached schedules are just, true and correct, that no part thereof has been paid, except as stated herein, and that the balance therein stated is actually due and owing, and that the amounts claimed were necessary an incurred in the performance of my official duties.

Natalie Gravlin  
Admin. Aide  
1/15/16

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**Supervisor’s Certification (if required):**  
I, the claimant’s supervisor, certify that this account has been examined and to the best of my knowledge and belief, the amounts claimed therein were necessary for the performance of the claimant’s authorized official duties.

Natalie’s Supervisor  
Supervisor  
1/16/16

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**For Agency Use Only:**  
Expenses Report Number  
Travel Auth. Code  
Entered by  
Date
How to print your Citibank Travel card and/or NETcard statement:

http://home.cards.citidirect.com

This will bring you to the “log in” area of Citi Commercial Cards.

> Click on Self Registration for cardholders

> Click on Fill the Card’s Data – I have not received registration details and would like to register card

> Click continue

> Enter Card Detail Info – Please note the *Address Line 1 is: 44 Pierrepont Ave, Line 2 you can leave blank

> Click continue

> Once the card details are entered correctly, you will be able to establish a Username & Password

> *Password Guidelines: 6 to 20 characters, case sensitive, must include one upper and one lower case alpha and at least one number, special characters and spaces are acceptable, no one identical character consecutively.

> Select Continue after you have typed in username and password

Now you are ready to sign in and view/print your statement.

> Type in your User Name and Password, click “log In”

> You will now need to complete 3 of the challenge questions as part of Citi’s dual authentication security procedure. You will be asked to answer one of the 3 every time you log into Citidirect.

> There will be a box asking for MMN which is “Mother’s Maiden Name”. Fill in and click save

> Click Save to complete your challenge question setup and access the CitiManager Cardholder home screen.

> A security question will pop-up. Please answer and click “Continue”

> Hover over “Statement” and choose the correct month you want to view

> Click on “Download” (Do not click “print” on this screen – the statement will be very small & hard to read.)

> Choose the “PDF” version and click “Download”

> A box will pop up stating “Please note that the downloaded file has been cached in local machine” – Click OK.

> Another box will pop-up – click on “Open”

> The statement requested will pop-up. Print from this screen.