

Citibank Travel Card

** Travelers are to travel at the best interest of the state. **

- 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
Lodging
Rental vehicle

Parking
Meals (no alcohol)
Registration

Fuel for rental vehicle
Train fare
Baggage fees

- Your travel card will not have money available on it until I receive an approved **Travel Requisition**.
<https://www.potsdam.edu/sites/default/files/documents/offices/purchasing/NewTravelReq.pdf>
I will email you, notifying you that 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 Government 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!** Lunch is considered between 11 AM - 3 PM.
<https://www.potsdam.edu/sites/default/files/documents/offices/purchasing/OvertheMax100614.pdf>
- Remember **tax exempt** forms. We are tax exempt in NYS.
<https://www.potsdam.edu/sites/default/files/documents/offices/purchasing/Taxexempt.pdf>
http://www.tax.ny.gov/pdf/current_forms/st/st129_fill_in.pdf
- If you book airfare, train fare or pay registration with your travel card, please email Natalie at gravlinf@potsdam.edu a copy of your ticketed itinerary and/or itemized receipt.
- Make sure you get **ITEMIZED receipts** for your charges. **YOU** are responsible for all charges and missing receipts.
- Turn in **Employee Report of Travel Expense and Claim Form (aka Travel Voucher)** within **5** business days of the return of your trip to Purchasing & Payables. Attach all *itemized* receipts with your voucher. PLEASE DO NOT PLACE TAPE OVER THE RECEIPTS. Also, provide back-up documentation for the purpose of the trip, e.g. conference agenda, itinerary, etc.
<https://www.potsdam.edu/sites/default/files/documents/offices/purchasing/ReportofTravelExpenses.pdf>
- If you lose your card contact Citi Bank 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

** Travelers are to travel at the best interest of the state. **

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

When traveling with students, submit a **Travel Requisition** with a list of students going with you. I will email you, notifying you that your NETcard has funding available prior to your trips.

<https://www.potsdam.edu/sites/default/files/documents/offices/purchasing/NewTravelReq.pdf>

- Use when traveling with students to a conference or event:

Airfare	Parking	Fuel for rental vehicle
Lodging	Meals (no alcohol)	Train fare
Rental vehicle	Registration	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 Government 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!** Lunch is considered between 11 AM - 3 PM.
<https://www.potsdam.edu/sites/default/files/documents/offices/purchasing/OvertheMax100614.pdf>
- Remember **tax exempt** forms. We are tax exempt in NYS.
<https://www.potsdam.edu/sites/default/files/documents/offices/purchasing/Taxexempt.pdf>
http://www.tax.ny.gov/pdf/current_forms/st/st129_fill_in.pdf
- If you book airfare, train fare, paying registration please email Natalie at gravlinf@potsdam.edu a copy of your ticketed itinerary and/or itemized receipt.
- Make sure you get **itemized receipts** for your charges. *YOU* are responsible for all charges and missing receipts.
- Turn in your **Employee Report of Travel Expense and Claim Form (aka Travel Voucher)** within 5 business day of the return of your trip to Purchasing & Payables. Attach all *itemized* receipts with your voucher. PLEASE DO NOT PLACE TAPE OVER THE RECEIPTS. Also, provide back-up documentation for the purpose of the trip, e.g. conference agenda, itinerary, a list of students that attended, etc.
<https://www.potsdam.edu/sites/default/files/documents/offices/purchasing/ReportofTravelExpenses.pdf>
- Use for Consultants coming to campus:

Airfare	Lodging	Rental vehicle
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Submit an email to me providing the details of the Consultants trip, so we can document the travel policies for the consultant prior to their arrival. Then we will need the account holder's approval and your President's Council designee approval.
- 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

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