

To: **ALL STATE AND RESEARCH EMPLOYEES WHO TRAVEL**

From: Annmarie Maroney
Travel

Sandra Mascari
Director of Accounts Payable

Re: **TRAVEL CARD PROGRAM CHANGES**

Date: September 17, 2013

As a result of changes in the New York State travel process, the Travel Office at Upstate will no longer have a Central Travel Account Card to pay for airfare, hotels and related travel costs for State employees. The Travel Office will instead issue individual Citibank Travel Cards to State employees who travel frequently and are willing to assume the responsibility of possessing a State Travel Card. All other travelers who are State employees will need to use their personal cards and seek reimbursement for travel related expenses as further discussed below.

State Employees should refer to the following procedures when making travel plans:

1. Submit approved Travel Authorization form to the Travel Office
2. The Travel Office will determine if a travel card should be issued to the State Employee based on the frequency of travel.
 - a. If yes, the traveler will be asked to complete a Travel Card Authorization Form and a card will be issued within 3-5 business days.
 - b. If no, the traveler will need to use their personal credit card for travel related expenses and seek reimbursement. Airfare is able to be reimbursed immediately upon receiving your ticket. If your trip is cancelled, you will need to refund that payment to the State of New York. BTI and the Travel Office will monitor canceled flights on a regular basis. The traveler can seek reimbursement for all other travel costs at the conclusion of the trip.
3. Traveler will be instructed to contact Upstate's travel agency, BTI (315-472-7737), directly for making reservations.
4. BTI will contact Travel Office for a control number.

Please Note: **Travel Cards issued to State Employees may not be used for travel costs related to other State employees or non-State employees. Additionally, the Travel Card can only be used for the following charges:**

- a. Coach Airfare through BTI ONLY
- b. Train
- c. Car Rental through Enterprise ONLY (State contracted vendor)
- d. Hotel – room and tax only (If within New York State, no tax should be charged and traveler should provide the Hotel with a NYS tax-exempt form. If tax is charged on the credit card it is the responsibility of the traveler/card holder to obtain a credit.

Research Foundation Employees traveling using State funds should refer to the following procedures when making travel plans:

1. Submit approved Travel Authorization form to the Travel Office
2. Traveler will need to contact BTI for reservations for coach airfare, train, and hotel.
3. BTI will then contact Travel Office for a control number. The Travel Office will provide BTI with the Non-Employee Travel (NET) Card for payment. No individual credit cards will be issued for Research Foundation employees using State funds for Travel.

Any questions can be directed to the Travel Office at 4-4978.