NYS & UNIVERSITY
TRAVEL CARD
POLICY AND GUIDELINES

Citibank Visa

Corporate Travel Card

The State of New York

for official government use Only

University at Albany

UNIVERSITY AT ALBANY
State University of New York

Citibank Travel Card Guidelines

NYS TRAVEL CARD PROGRAM

The University at Albany's Corporate Travel Card Program was launched on July 1, 2013 to comply with NYS policy regarding state-funded travel. The travel card is issued to all NYS employees expected to travel at least once a year for their job. The card provides a mechanism to pay all travel expenses incurred.

As a NYS employee, the card is issued in your name and is to be used for your travel expenses only. NYS requires that we track the travel expenses of individual employees and restrict the card to your expenses only, allowing us to adhere to this mandate.

Applying for a Travel Card

Only NYS employees at the University can apply for a NYS Travel Card. All applicants must complete the application available at

http://www.albany.edu/accounting/assets/NYS_Citibank_Travel_Card_Application_5-2-17.doc

Please note: All applicants must provide their university issued email address and an account manager, other than themselves, must sign on the *Account Manager Line* of their application.

All applications must be submitted via campus mail to

Eileen Scanlan

Corporate Card Program Manager

Accounting Office

Management Services Center Room 326

Urgent applications can be submitted via email to Eileen Scanlan at escanlan@albany.edu However, an application with original signatures should follow any applications submitted electronically. Travel cards, which are chip and pin enabled, generally arrive on campus within 5 business days.

You will receive an email from the State Accounting office when your card is available for pickup in Management Services Center Room 326. This email will also provide important information about use of your travel card. Cards will never be mailed and will only be released to the employee whose name is embossed on the card. Please be sure to bring photo id when picking up your travel card. To activate your card, call the number provided on the sticker adhered to the front of your card. Your activation code is the last 4 digits of your SS#. The system will prompt you to establish a pin number for your card which you will have to provide when using chip and pin enabled credit card terminals. If you enter the wrong pin twice, your card will be disabled by the bank. To select a new pin, call the number on the back of your card and inform the Citibank agent that you need to select a new pin.

The NYS travel Card provides a convenient payment mechanism for state employees. The University is directly billed on a monthly basis. State and University travel rules still apply and must be adhered to when using the NYS Travel Card.

Citibank Travel Card Guidelines

A. General NYS Travel Policy: State Travel Eligibility Criteria

State Employees

The following conditions must be met for a State employee to use NYS funds for travel: whether they use their travel card or request a travel reimbursement.

1. The travel involved is so integrally related to the duties of the employee that failure to travel would prohibit the employee from performing the primary duties of his or her position. Generally, attendance at conferences or seminars will be approved only if the individual is making a presentation or serving on a committee requiring his or her attendance.

2. Failure to approve such travel would clearly result in a loss of income to the State. The measure of loss of income to the State is to be a net loss of income after any State expenditures for travel, lodging per diem, or participation fee are considered.

3. The requested travel is required by the terms of a contract or grant.

Student and Non-Employees (These expenses require a NYS NET Card)

1. Students may be reimbursed for travel when the trip is necessary for University purposes. There must be a clear and direct benefit to the University. Prior approval of student travel is encouraged and may even be required by your department. Reimbursement will **not** be made for travel undertaken to support a student's educational program.

2. Travel expenses of non-state employees (RF/ UA Foundation), job candidates, and invited speakers can be covered with state funds if expenses are incurred while performing services of benefit to the university.

3. Student and Non-state employee travel expenses must **never** be placed on your NYS Travel Card.

Citibank Travel Card Guidelines

B. NYS Related Allowances and Limitations

1. NYS Contracts

The University at Albany, as a NYS agency, must utilize the NYS contracts currently in place for airfare, train, and vehicle rentals. Details on how to use those contracts with your travel card should be reviewed before your card is used.

2. Official Station

An employee's official station is used to determine allowable travel expense. Designation of an employee's official station will be established in the best interest of the State and University and not the convenience of the employee.

3. Travel Status

Employees are in travel status when they are on official business and more than 35 miles from their official station or place of residence. Employees can be reimbursed for mileage, tolls, or parking costs but will not be allowed meals or lodging within 35 miles of their official station or place of residence.

4. Mode of Travel

Travel must be by the most economic method. A person traveling by an indirect route not associated with the purpose of the trip shall personally assume any extra costs incurred. No transportation costs will be allowed between an employee's residence and his or her official station.

5. Travel Allowances and Limitations

New York State's published reimbursement rates for employee travel are the maximum amounts that can be paid whether placed on the travel card or reimbursed. Account managers can reimburse at less than the full reimbursement rate by indicating such on the travel voucher.

6. Travel Advances

Only NYS employees are eligible for NYS Travel Advances. However, since the issuance of NYS travel cards, we rarely issue advances. **Please note**: Your Travel Card does **NOT** have a cash line of credit.

C. **Eligible Travel Expenses**

1. Airfare

Effective January 2015, the sole agency for booking NYS funded airfare is

Direct Travel (ADBA Albany Child Travel New York, Inc.)
30 Corporate Drive
Clifton Park, New York 12065
Telephone (518) 292-9000 option 1

Cardholders must book all airfare with Direct Travel. When you apply for a travel card, the university accounting office will request a profile be established for you in Concur Solutions. Concur is the online booking application provided by Direct Travel. Generally within 10 business days of receiving your card, you will receive an email from NYS@dt.com informing you that your profile has been established and what your sign on credentials are.

Profiles are established with only the following basic cardholder information

- Your name as embossed on your travel card
- Your University Email address
- Your work phone

In order for Direct Travel agents to view and utilize your profile when booking tickets, cardholders must sign in to their profile on the Concur website found at https://www.concursolutions.com/, complete their profile, and save it. Should cardholders discover errors in their basic information, they must email Eileen Scanlan at escanlan@albany.edu the necessary corrections for submission to Concur for processing. The basic information above is hardcoded on profiles so there is no ability to edit it at the campus level. Every effort is made to get corrections processed as timely as possible.

A. Airfare Fees and Upgrades

NYS requires the most economical form of travel. Business Class/First Class tickets are strictly prohibited. Priority boarding and seat upgrade fees are also prohibited. Baggage fees are a necessary cost of air travel that can be placed on the NYS travel card.

B. Booking Airfare Off-Contract

Prior approval must be obtained from the Office of State Accounting. A savings of at least $200 over the Direct Travel fare must be documented for a waiver to be granted. **Airfare booked off–contract, without prior approval, is prohibited. Cardholders must reimburse these charges. It will not be paid or reimbursed to travelers.**

C. Travel Agent Fees

The agency is allowed to charge a Transaction Fee for reserving, booking and issuing airline tickets (Electronic or Paper Tickets). One transaction fee may be charged per trip, for booking and ticketing air travel. For purposes of airline transaction fees, a "Trip" is defined as all segments booked for one individual at one time for one itinerary. The current fee is $14.95 per itinerary for an agent assisted booking. Using Concur to book tickets yourself will reduce the fee to just $4.95.

2. Train Travel

Amtrak tickets can be booked with Direct Travel, at any Amtrak ticket counter, or on the web at www.amtrak.com. The NYS contracted fare between Albany and New York's Penn Station is $64.00 each way. This fare is only available via Direct Travel or an Amtrak ticket counter. Station purchases will require your SUNY Card. You can book via www.Amtrak.com as long as the fare is less than the contracted fare of $64.00 each way. The NYS fare is not available on Lakeshore Limited Trains (#48 & #49)

A. Fees and Upgrades

Reserved Coach Seating is required for NYS travel. Business Class Seating and First Class Acela Trains are prohibited. The agency is allowed to charge a Transaction Fee for reserving, booking and issuing Amtrak e-tickets. The current fee is $4.95 per itinerary for an agent assisted booking.

B. Open Tickets

Effective September 6, 2016, Open tickets are prohibited. All tickets must have a train number and passenger name listed. Passengers must travel on the train listed on their ticket.

C. Modifying Tickets

If cardholders wish to ride a different train, they must alter their ticket BEFORE their original train departs. Failing to do so is deemed a *"No Show"* and all funds on the ticket are forfeited. Changes can be made easily via

- Amtrak Ticket Counter
- Calling 1-800-USA-RAIL (1-800-872-7245)

D. Cancelling Tickets (Failing to cancel forfeits all funds paid)

- More than 48 hours prior to departure for a full refund, no cancellation fee imposed
- 48 hours or less, up to departure for a refund less a 20% cancellation fee or get an e-voucher for the full fare paid for future use.

Citibank Travel Card Guidelines

3. Vehicle Rentals

When use of a rental vehicle is necessary and prudent, travelers must use a rental company on the NYS Passenger Vehicle Rental Contract with the contract codes below to obtain the lower rental rates offered to NYS agencies.

- ***Enterprise Rent-a-Car (www.enterprise.com)*:** Contract code **JN0172**
- **National Car Rental (www.nationalcar.com):** Contract code **JN0172**
- **Hertz** (www.hertz.com): Contract code **1927843**

Reserving a Vehicle: You may use Direct Travel, Concur (our on-line booking application), or you may go directly through one of these companies via the online link above or telephone.

Use of a rental company not on the NYS contract requires prior approval from the Office of State Accounting. Off contract rentals must be justified in writing and included with your travel card statement reconciliation. CDW Insurance must be added if a rental company not on the NYS Contract is used.

The NYS contract provides

- Reduced rental rates that include CDW insurance. There is no need to add it.
- Standard size vehicle rentals as a rule. **Any vehicle upgrades must be justified**.
- Unlimited mileage
- No additional fee for picking up a vehicle in one location and dropping it off in another location as long as the two locations are within 500 miles of each other.

- Tax Exempt rentals in New York State. When renting under the contract and paying with the NYS travel card, an AC946 tax exempt form is not required. When picking up your rental, present your University ID and remind the counter agent to remove all NYS taxes from your rental agreement. Always review your agreement before leaving to ensure all NYS taxes have been removed. Travelers who pay NYS taxes must obtain a credit from the rental company or reimburse the University directly through other funds.

- Toll expense receipts for rented vehicles can be reprinted from the following websites
  - Enterprise Rent a Car/ National Car Rental https://www.htallc.com/default.aspx
  - Hertz Rent a Car https://www.platepass.com/

- Any use of the car rental period for personal use must be reimbursed back to the University.

Citibank Travel Card Guidelines

A. Reserving a Rental Car on a NYS Contracted Company's Website

It's a best to reserve a car in advance of your travel. The easiest way to reserve a car is on the company website.

1. ***Enterprise Rent-a-Car (www.enterprise.com)*:** Contract code **JN0172**

Website Reservations: on the ***Start a Reservation*** Page, place the Contract Code in the following box after all rental details are entered and click the CONTINUE button.

Promotion Code or Account Number (Optional)

The next screen will confirm the rental is under the University Contract

Phone Reservations: Provide the Contract Code to the Reservationist

2. **National Car Rental (www.nationalcar.com):** Contract code **JN0172**

Website Reservations- on the main page, place the Contract Code in the following box after all rental details are entered and click

Start Reservation

Contract ID

The next screen will confirm the rental is under the University Contract

You are travelling on your SUNY ALBANY contract.

Phone Reservations: Provide the Contract Code to the Reservationist

3. **Hertz** (www.hertz.com): Contract code **1927843**

Website reservations: On the main page, enter the code in the ***Discount/CDP* field**

The next screen will confirm the rental is under the University Contract

Discounts
CDP: SUNY ALBANY
Official Travel

Phone Reservations: Provide the Contract Code to the Reservationist

4. Personal Vehicle Travel

A personal vehicle may be used for State business purposes when a State vehicle or common carrier is not available, is not cost effective or is otherwise not appropriate (for example, there is a need to transport voluminous files or documents and use of a State vehicle or common carrier is not practical). Use of a personal vehicle is not permitted for traveler convenience or preference. Mileage reimbursement rates are determined by the IRS. Cardholders can charge tolls and have the option to charge gasoline to their NYS Travel Cards but, **opting to charge gas will render the cardholder ineligible for mileage reimbursement. It is best to decide before your trip, whether to charge gas or claim a mileage reimbursement.**

5. Taxis, subways, and buses

Ground transportation charges, along with reasonable tips, are permitted on the travel card. Taxi fares and metro cards are common. Rideshare services like Uber and Lyft are also permitted. Be sure to obtain receipts for all fares placed on your card. Taxis often use *Square* to accept credit cards. Duplicate receipts can be printed at https://squareup.com/receipts.

6. Lodging and Meal Allowances

Special Alert: Effective January 1, 2018, the use of **AIRBNB** for lodging during University travel will be prohibited. These rentals require advance payment in full and University Fiscal policy does not allow for this.

For each day cardholders are in overnight travel status, they are eligible for reimbursement for lodging up to a maximum lodging per diem and meals at a per diem fixed allowance. The meal per diem is for dinner one night and breakfast the following day. Per Diem amounts are updated each year on October 1st and vary depending on the month of travel and the city travelled to. **The per diem allowed is determined by the location of your lodging**. Domestic per diem rates are available on the web at Domestic Per Diem Rates. Per Diem rates for foreign countries are available on the web at Foreign Per Diem Rates.

Please Note: Your Department's Travel Policy can establish lower per diems for travel based on budget restraints. Always consult your department's fiscal manager before booking travel.

A. Lodging Expenses and Taxes: The lodging per diem maximum is the **nightly** room rate allowed, excluding taxes.

Please Note: The University at Albany, as a NYS agency, is exempt from Occupancy Taxes within New York State. Travelers must complete a Form ST 129-*Exemption from NYS Occupancy Tax Form* and provide it to the front desk upon checking into any hotel in NYS.

A fill-in PDF *Form ST-129* is available online at NYS Form ST-129

Please Note: Cardholders who fail to utilize this form will be charged taxes on their New York hotel stay as hotels are required to collect an ST-129 for all exempt rooms. Cardholders will be required to obtain a refund from the hotel or reimburse the taxes paid.

Traveler should make every effort to stay within per diem allowances. Lodging rates, in excess of the per diem, are only permitted if the lodging is

- The designated conference hotel
- Designated conference overflow hotel
- Obtained in an emergency situation

Staying at conference hotels saves time and money on ground transportation. It also allows attendees to network with their colleagues on topics of common interest. Proof the hotel selected is a conference or conference overflow hotel, must be included with your travel card reconciliation and any travel voucher completed for the trip.

Emergency situations encountered while in travel status must be documented and explained in writing to the best extent possible and included with your travel card reconciliation and travel voucher.

In the absence of a conference or emergency situation, lodging rates are limited to the per diem. Should a cardholder exceed the lodging per diem, they will be required to reimburse the amount charged in excess of the per diem. Necessary lodging reimbursements will be calculated by the University at Albany Travel Card Reconciliation Form.

Citibank Travel Card Guidelines

B. Meal Expenses

Meal Receipts If using the travel card for meals, **itemized** receipts must be retained and included with your travel card statement reconciliation. **Please Note: Alcohol is prohibited.**

Meal Per Diems: Claiming the meal per diem on a travel voucher will require a detailed lodging receipt and documentation that validates your travel was for official university business. If you stay with family or friends and don't have lodging expenses, you are only entitled to a fixed reimbursement for lodging, meals, and incidentals. These rates are detailed on the next page. With overnight lodging expenses, cardholders are entitled to the full published per diem rate for lodging, meals, and incidentals.

Domestic meals per diems are available at Domestic Per Diem Rates

Foreign meal per diems are available at Foreign Per Diem Rates.

Please Note: Meal per diems are determined by the location of your lodging.

A meal per diem is dinner one night with an overnight stay in a hotel and breakfast the next day. While in travel status, **cardholders must choose to either charge their meals to their NYS Travel Card or claim the applicable meal per diem on a travel voucher upon returning from their trip.** Travelers can't decide to claim the per diem one day of their trip and then charge meals on another day. Meal expenses, including sales tax, up to the per diem allowance will be permitted on the travel card as long as lodging expenses are incurred. Using the Travel Card limits the meal allowance to actual expenses. Meal per diems are allocated to breakfast and dinner. Lunch is not covered.

Meal Per Diem	Breakfast	Dinner
$74	$15	$59
$71	$14	$57
$69	$14	$55
$66	$13	$53
$64	$13	$51
$61	$12	$49
$59	$12	$47
$56	$11	$45
$54	$11	$43
$51	$10	$41
$46	$9	$37

Please Note: Incidental expenses such as tips to bellmen, porters, hotel maids, etc., continue to be included in the allowances.

B. Meal Expenses

1) Calculating your Meal Allowance with Receipted Lodging Expenses

When using the travel card, meal times aren't important. However, it's important to calculate your meal allowance for a trip correctly. On the departing day of a trip, breakfast is permitted if you leave at least 1 hour prior to your normal work start time. On the returning day, dinner is allowed if you return at least 2 hours later than the end of your normal work day. The breakdown above will enable cardholders to calculate the full meal allowance for their trip. Always include taxes and tips when tracking how much of the meal allowance has been spent.

Example: A traveler leaves Albany on a Monday morning, catching the 6am Amtrak train to NYC. They stay 2 nights in a hotel and return to Albany on Wednesday by Noon.

The Meal allowance for this trip, calculated using the $74 NYC meal allowance breakdown, is ***Monday Breakfast ($15) Plus 2 full per diems (@$74) (Monday Dinner\Tuesday Breakfast) and (Tuesday Dinner\Wednesday Breakfast) for a total meal allowance of $163.***

2) Calculating your Meal Allowance for an Overnight Trip With No Lodging Expenses

Fixed Rate Flat Per Diem (No Lodging Receipt with an overnight stay)

If you stay with family or friends and don't have lodging expenses, you are only entitled to a fixed rate for lodging, meals, and incidentals.

Current fixed rates with no lodging receipts are as follows:
Location Per Diem
New York City and Nassau, Suffolk, Rockland and Westchester Counties **$50.00**
Cities of Albany, Binghamton, Buffalo, Rochester, Syracuse and their respective surrounding metropolitan areas **$40.00**
All other locations in New York State **$35.00**
Out of State (this includes any out of state tax on lodging) **$50.00**

Travelers using this method are also eligible for an additional $5.00 for breakfast on the day of departure if they have to leave at least one hour before their normal work start time. They are also eligible for an additional $12.00 for dinner on the day of return if they return at least two hours later than their normal work ending time.

Example: a traveler leaves Albany at 7:00 a.m. heading to New York City. The traveler stays overnight at a friend's house in New York City and arrives back in Albany the next day at 6:00 p.m. The traveler's scheduled work hours are from 8:00 a.m. to 4:00 p.m. The traveler is entitled to the un-receipted per diem of $50 for the one night stay in New York City. In addition, the traveler is entitled to an additional $5.00 for breakfast and $12.00 for dinner.

3) Calculating your Meal Allowance for a Day Trip

Cardholders may be able to charge breakfast and/or dinner for day trips based on their departure and return times. Travelers are entitled to breakfast, if they have to leave at least one hour before their normal work start time, and/or dinner, if they return at least two hours later than their normal work ending time. Since meal receipts must be retained when meals are charged to the NYS travel card, travelers that satisfy the departure/return time prerequisites, can calculate their meal allowance using the full published diem for the city they travel to. Travelers meeting the prerequisite for just one meal during a day trip must use the meal per diem breakdown table on page 11 of this manual to determine their meal allowance.

7. Parking Expenses

All reasonable and necessary parking charges can be placed on the NYS Travel Card. Valet parking fees can only be charged if it is an unavoidable expense (for example, when the hotel only offers valet parking).

When traveling in the proximity of your official station (within 35 miles) for official university business, parking fees and tolls can be charged to your travel card. Gas purchases are prohibited within 35 miles but, travelers can claim a mileage reimbursement. This reimbursement is limited to the lesser of

- The roundtrip mileage between your official work station and the alternate workstation
- The roundtrip mileage between your home and the alternate work station

8. Miscellaneous Expenses

Miscellaneous lodging expenses are covered by your meal per diem which includes incidentals. Examples of incidental expenses include hotel laundry service, housekeeping fees, and maid tips.

9. Expense Related to Foreign Travel

The cost of passports, green cards, and travel visas will only be covered for University recruitment and study abroad personnel who must travel abroad

10. Prohibited Expenses

- Alcoholic Beverages
- In Room Movie Rental and mini bar purchases
- Personal expenses (Speeding/Parking tickets and entertainment tickets)

D. Declined Authorizations, Suspected Fraudulent Activity, or Lost Travel Cards

In the event that

- A travel card is declined at the point of sale
- Citibank contacts you to verify card activity and you suspect fraud has occurred
- A travel card is lost or stolen

Contact the Office of State Accounting immediately at (518)442-3195. For assistance after normal business, contact Eileen Scanlan via email at escanlan@albany.edu.

E. Unauthorized or Improper Charges

The NYS Governor's Office of Employee Relations (GOER) holds state agencies responsible for recovering any unauthorized or improper charges by employees. Improper or unauthorized charges by employees will require full reimbursement to the University by the cardholder. Cardholders can reimburse funds owed via a personal check. GOER does authorize state agencies, including the University, to recover funds owed from an employee's reimbursement for out-of-pocket expenses, their paycheck or any other monies owed to the employee. Improper or unauthorized charges may also result in suspension or revocation of card privileges and/or disciplinary action.

F. Modifying or Cancelling Travel Cards

Cardholders who need

- Their name on their card changed, due to marriage or divorce
- Their card cancelled because they are leaving the University at Albany

Contact Eileen Scanlan in the Office of State Accounting via email at escanlan@albany.edu Requests must be sent via email to minimize errors

G. The University Travel Card Reconciliation Process

All charges placed on the NYS travel card must be reconciled and receipted for NYS audit purposes. The billing cycle for the NYS travel card is the 23th of a month through the 22nd of the following month. For example, the November bill will close on November 22nd. The December billing cycle starts on November 23rd. All charges, **including credits**, must be reconciled. Credit card statements, along with an MS-Excel Travel Card Reconciliation Form, will be emailed to cardholders shortly after the 22nd of a month from the University Accounting Office. Cardholder reconciliations with supporting receipts must be submitted to the State Accounting Office by the due date stated in the reconciliation email. Generally, the due date is three weeks from the email date. **Always retain copies of your travel card reconciliations**.

Please Note: Cardholders who fail to provide their reconciliation by the due date will have their card privileges suspended until their reconciliation is received and passes our audit review process. Late reconciliations are not given priority in our audit queue. Reconciliations are audited in the order they are received.

Please Note: The balance due on your individual statement will always appear as zero because your charges are billed to a centralized master account that the university pays.

Charges are reconciled by statement and must be broken down by trip. Cardholders should complete a separate reconciliation form for each trip on their statement. It is possible for your trips to cross billing cycles. However, charges must be reconciled when they appear on your statement. Cardholders are prohibited from waiting until the conclusion of their trip to reconcile charges.

Missing Receipts: All charges placed on your travel card must be documented with a vendor issued receipt. If you lose a receipt, every effort should be made to obtain a duplicated receipt.

Please Note: Cardholders must reimburse all charges that they don't provide receipts for. Reimbursement checks, payable to the ***University at Albany,*** must be submitted with their travel card reconciliation.

H. The University Travel Card Reconciliation Form

It is best to complete the form within MS-Excel as there are formulas built into the form to perform all necessary calculations. The form is divided into 7 sections.

Section 1: Trip Details

The section includes

- Your name and official station
- Dates of travel with departure and arrival times
- Your destination (include City and State or City and Foreign Country visited)
- The business purpose of your trip
  The business purpose must be detailed on the form and documented for audit purposes. Conference or meeting agendas are examples of appropriate documentation. If a trip is to perform research, we will need a list of places visited and why these places were important to the research conducted.
- If the cardholder is submitting a travel voucher for the trip.

Section 2: Transportation Costs

This section details any transportation costs included on travel statements

- **Airfare Costs:** Combine all airfare charges on your statement and enter the total here. Direct Travel is our exclusive travel agency and must be used for airfare unless prior approval is obtained from the State Accounting Office. Please attach any prior approval documentation to our reconciliation. **Airfare booked off-contract, without prior approval, must be reimbursed.**
- **Train/Bus Costs:** Combine all Amtrak, Bus, and subway charges on your statement and enter total here. Amtrak Receipts detailing the fare paid must be provided along with bus and or subway receipts.

- **Car Rental Costs:** Combine all vehicle rental charges on your statement and enter the total here. NYS Contracted Car Companies must be used. Any vehicle upgrades must be justified in writing and included with your reconciliation.

- **Taxis & Shuttle Costs:** Combine all taxis (including Uber and Lyft) fares on your statement and enter the total here.

Citibank Travel Card Guidelines

Section 3: Lodging Costs (Detailed Hotel Folio must be included with your reconciliation)

- ***Number of Nights:*** List the number of nights charged to your statement
- ***Base Night Rate Charged***: List just the room rate here.
- **Maximum Nightly Rate Allowed**: List the lodging per diem allowed for your destination **OR *the Conference Hotel Room* Nightly Rate** charged. Proof the hotel is a conference designated hotel or a conference overflow hotel must be included with your reconciliation.

- ***Nightly Taxes and Fees*:** list *Out of State* and *In State* separately. If you were charged NYS Occupancy Tax, complete a Form ST-129, available at NYS Form ST-129 and provide it to the hotel to obtain a refund. **If the hotel refuses to credit the NYS taxes, the cardholder must reimburse them.**

- ***Total Other Charges: Parking & Food*** List parking or food charged to your hotel room.

Section 4: Meal Expenses (Detailed Meal Receipts must be included with your reconciliation)

- ***Total Amount of Meals Charged*** Combine all meals expenses, including meals charged to your hotel bill and enter the total here.

- ***Maximum Amount Traveler is allowed for this trip*** Use the hyperlink to the meal calculator on the form to calculate your meal allowance for the trip

Section 5: Fuel Costs (Gas receipts must be included with your reconciliation)

- ***Indicate if a personal or rental card was used***
- ***Gasoline charged to the travel card*:** Combine all gas charges and enter the total here
- ***Mileage To/From Destination:*** Use the hyperlink on the form to calculate the mileage

Section 6: Incidental Expenses

- ***Conference Registration Fees***
- ***Parking***
- ***Travel Agent Fees***
- ***Other***
- ***Credits –***list credits on the statement here

Section 7: Reimbursement Due

The form will automatically calculate any reimbursements due the University from each section of the form and list the total in this section. Cardholders can list any additional reimbursements they are paying back to the university in this section.

Checks made payable to the ***University at Albany*** must be included with your reconciliation when there are expenses charged to your statement to be reimbursed.

We understand that reconciling your travel card statement can be complex. Cardholders who have questions about completing their reconciliation can email Theresa Roe, our travel card audit clerk, at troe@albany.edu or call (518)437-3891.

Citibank Travel Card Guidelines

University at Albany Travel Card Reconciliation Form

Instructions:

Electronically fill out the sections in grey only.
Use one form per person/trip/destination/ that is listed on the statement.
Attach **Original** credit card receipts, and a copy of the credit card Statement. All Charges MUST be documented

Send To :
State Accounting Office
MSC 326

Section 1: Trip Details

Cardholder's Name		Departure Date *(MM/DD/YYYY)*	
Official Work Location (If other than Albany)		Departure Time *(HH:MM)*	
Destination		Return Date *(MM/DD/YYYY)*	
		Return Time *(HH:MM)*	
Purpose of Trip (Please be Specific) (Include supporting documentation for the purpose)			

Are you Submitting a Reimbursement Voucher related to this trip? ☐ YES ☐ NO

Section 2: Transporation Costs

Transportation	
Airfare (Enter Agent Fees in the other Category)	
Train/Bus (Enter Agent Fees in the Other Category)	
Car Rental	
Taxis/shuttles	

Section 3: Lodging Costs

Lodging/Hotel Bill	Domestic Per Diem Rate Lookup		Foreign Per Diem Lookup	Outside CONUS
			Foreign Hotel Currency Converter	
Number of Nights				
Base *Nightly* Rate Charged on Hotel Bill				
Maximum *Nightly* Rate Allowed	Per Diem Rate:	**OR**	Conference Rate:	
Nightly Taxes & Fees Out of State:		NY:		
Total Other Charges Parking or Incidentals:		Food:		**Total Hotel Bill=** $0.00
Amount Due to University				$0.00

Section 4: Meal Expenses

Meals		
Total Amount of Meals Charged this trip (Include any food Charged to Hotel Room (Cell F30))		
Maximum Amount Traveler is Allowed for this trip	Click to Use Meal Per Diem Calculator	$0.00
Amount Due to University		$0.00

Section 5: Fuel Expenses

Fuel			
Choose one:	☐ Personal Car	☐ Car Rental	
Gasoline charged on Travel Card			
Mileage to/from Destination	Verify your Mileage Click for Mapquest		
Amount Due to University			$0.00

Section 6: Incidental Expenses

Incidentals/Other		
Conference Registration Fees		
Parking		
Travel Agent Fees		
Other:	Describe:	
Credits	Describe:	
Total Credit Card Charges this Trip		$0.00

Section 7: Cardholder Reimbursements Due

Additional Items to be reimbursed to Ualbany	Describe:	
Total Due back to the University		**$0.00**

Make Check Payable to **University at Albany**

Cardholder's Certification (Print and Sign)

I hereby certify that the above account and attached charges are just, true and correct, and that the amounts claimed were necessary and incurred in the performance of my official duties.

Cardholder's Signature Date

Please Note:

All Charges will post to your Default STATE Account. If you wish to charge an alternate STATE account, Contact your Account Manager to have them initiate an Expenditure Transfer