



Travel Card user Guidelines

Welcome to the State of New York Travel Card Program!

The State of New York Travel Card Program (T Card) was created to provide employees with a mechanism to pay for travel expenses when traveling on official State Business. The card holder is responsible for using the Travel card for his/her expenses only when in travel status. To review travel related allowable expenses, please refer to the New York State Travel Manual: <http://www.osc.state.ny.us/agencies/travel/manual.pdf>

Eligible travel related expenses to be purchased with the Travel card include the following:

- Conference Registration Fees
- Lodging
- Airfare
- Car Rental
- Gas for card rental (not for personal vehicle)
- Baggage Fees (Limited to 1 each way)
- Train and bus tickets
- Car Service
- Parking
- Meals (must provide receipts and limited to the daily per diem rate)

The travel card can only be used for the travel related expenses of the card holder. They cannot be used for personal purchases or the travel or personal expenses of any other person, including a spouse, even if you intend to reimburse the City University of New York. They can also not be used for the expenses of another employee traveling with you even if they have their own state issued T card. Remember the rule, one person, one card. The travel card is for tax levy employees and it cannot be used for non-tax levy expenses. Please do not risk losing your card due to unintended misuse.

- Prohibited uses of the T card include
- Non-Travel related expenses
- Non cardholder travel expenses including other employees
- Food expenses for other staff
- Alcoholic beverages
- Incidentals on hotel bill (movies, gym/spa charges, messages, valet parking, laundry, dry cleaning services, excess baggage fees)
- Gas and/or repairs for personal vehicles

Making Travel Arrangement

New York State has awarded the contract for Travel Management Services solely to Child Travel New York, Inc. (b/b/a Direct Travel). Direct Travel offers their Online Travel Reservation System known as CONCUR, which ensures an easy booking process for all NYS travelers; including government rates, when available, for flights, hotels and car rentals as well as agent-assisted reservations.

In order to have access to CONCUR, CUNY travelers are required to have a State issued Travel card, and a profile with CONCUR. Individualized CUNY CONCUR Welcome Letters, including log-in credentials and links to tutorials, were emailed to card holders during the last week of September 2016. If you did not receive your letter or applied for a card after the above mentioned date, please refer to the following:

- CUNY CONCUR Self Registration Letter (link) – Users should create their login in the following format: firstname.lastname@cuny.edu (all lower case).
- How to update your Travel Profile (link)
- How to book travel (Link)

Transaction Fees for Airline & Rail Reservations	Fee Amount per Ticket
CONCUR Airline Transaction Fee	\$4.95
CONCUR Rail Transaction Fee	\$4.95
Agent Assisted Airline transaction Fee	\$14.95
Agent Assisted Rail transaction Fee	\$14.95
Emergency/After Hours Call Transaction Fee	FREE

Employees must keep in mind their responsibility to secure the most economical method of travel in the interest of the State.

Travel and Expense Reports and My Wallet

Employees are required to submit expense reports within 5 days of the end of the travel event to account for all expenses. Expense Reports must be submitted for all charges, whether or not out-of-pocket expenses were incurred; including Travel Card transactions, employee reimbursable and non-reimbursable expenses.

My Wallet is a feature of the Travel & Expense module in CUNYfirst, available to all Travel Card holders; it enables travel card transactions, received from Citibank to be loaded directly into the Travel & Expense module. These Travel Card expenses can be included directly on employee Expense Reports by selecting transactions from My Wallet; thereby eliminating the need to separately reconcile Travel card transactions in the credit card module.

Reminders

- Maintain an accurate record of expenses, required receipts and supporting documentation, including departure and return times, and mileage.
- Only actual, reasonable and necessary business-related expenses will be reimbursed, and such expenses must be properly indicated and justified on the Expense Report.
- Expense Reports should be created by copying from an approved Travel Authorization in CUNYfirst, (except for local travel).
- Employee or their proxy (creating the Expense Report) must change the My Wallet Expense Type entries from “VISA Transaction” to the correct Expense Type for the transaction (Example: PSC Taxi Car Service, Non-PSC Receipted Lodging). Use the drop down menu in My Wallet to choose the appropriate Expense Type for each transaction before you move the transaction to the Expense Report.

When Travel Authorizations are copied to the Expense Report, make sure to delete the lines populated from the Travel Authorization and replace with the actual transaction from My Wallet.