LEHMAN COLLEGE

FINANCIAL OPERATIONS

Shuster Hall, Room 012
250 Bedford Park Blvd West
Bronx, NY 10468

Phone: 718-960-8245
Fax: 718-960-8333
www.lehman.edu

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 and reduce out of pocket expenses. This travel card is being issued to you to pay for travel related costs incurred when traveling on official State Business. The card holder is responsible for using the T card for his/her expenses only when in travel status. To review travel related allowable expenses, please refer to New York State Travel Manual: http://www.lehman.edu/administration/business-office/documents/OSCtravelManual10-20132.pdf

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

- Conference Registration Fees
- Lodging
- Airfare
- Car rental
- Gas for car rental (not for personal vehicle)
- Baggage fees (limited to 1 each way)
- Train and bus tickets
- Car service
- Parking
- Meals (must provided receipts and limited to the daily per diem rate)
- Local travel expenses with the exception of meals

A 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 travelling with you even if they have their own state issued T card. Remember the rule, one person, one card. 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
- Personal use of any kind
- Alcoholic beverages
- Incidentals on hotel bill (movies, gym/spa charges, massages, valet parking, laundry, dry cleaning services, excess baggage fees)
- Gas and/or repairs for personal vehicles

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Reconciling your statement

In addition to completing your travel and expense report upon your return, you will need to reconcile your monthly credit card statement in CUNYfirst. The Travel card billing ends on the 22nd of each month and the cardholder will receive an email from CUNYfirst that the transactions are ready for reconciliation. The cardholder or his proxy must log into CUNYfirst to review their transactions; ensure that all transactions are legitimate; scan and attach the receipts to support each expense (Example: Hotel folio, Airline confirmations; registration invoice, etc). Lastly, they must submit the reconciled transactions to his/her supervisor for final approval. Instructions on T card reconciliation attached.

The timely reconciliation and submission of all documentation will make the process run smoothly and help to ensure there is no duplicate payment of expenses and that all expenses have been accounted for.

In accordance with CUNY guidelines, one expense report must be submitted for each trip detailing all expenses including both travel card charges and out of pocket expenses. Lehman College will reimburse the traveler any out-of-pocket expenses and pay Citibank for the travel card charges directly. Expense reports must be submitted timely, since they provide information necessary to reconcile the travel card bill. Revocation of an individual's travel card will occur upon repeated delays in the submission of expense reports. Expense reports must be submitted for all charges whether or not-out- of- pocket expenses were incurred.

Improper or unauthorized charges may result in mandated reimbursement to the Agency by the employee, suspension or loss of the privileges related to the travel card. Reimbursement to the Agency must be made for non-allowable charges by issuing a personal check to "City University of New York" and submit to Accounts Payable Department, Shuster Hall 016. Please note that your department's budget will be charged these expenses until such time Central Office completes a return of appropriations to your budget. Until this is done, these monies will not be available for other travel related expenditures within your department.

Attached are the instructions on how to reconcile your monthly statement. They can also be found at on our website at:

http://www.lehman.edu/administration/business-office/documents/HowtoReconcilePCardTrans.pdf

If you have any questions or need any assistance, Accounts Payable is available to assist and can be reached at X8263.

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How to: Reconcile P-Card/ T-Card Transactions by Individual Employee

CUNY staff with P-Cards, T-Cards or Net Cards are notified by email when Card data is available for reconciliation within CUNYfirst. Card Holders or their proxies must reconcile transactions within 5 working days of the card data being received.

Contact the Citibank Card Administrator on your Campus if unidentified transactions are appearing in your card data. Notify both Accounts Payable about these transactions and the Card Administrator with new Card Data.

The reconciled statement transactions with their receipts are then submitted to the employee's Supervisor who in turn verifies each purchase is an appropriate business expense. When a transaction cannot be verified as meeting a business need, the Card Holder is informed by their Supervisor how the charge does not meet policy. The employee sends their check made out to The City University of New York and to Accounts Payable referencing both the transactions and the statement

Details:

Step	Action
[ ]1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: · Enter your Username and Password and click the **Log In** button. · From the **Enterprise Menu**, select the **Financials Supply Chain** link.
[ ]2.	Navigate to: ***Purchasing > Procurement Cards > Reconcile > Reconcile Statement***.
[ ]3.	On the **Reconcile Statement Search** page, enter your **Employee ID**, **Employee Name**, or **Card Number**. ***Note: The Role Name field defaults to Procurement Card Holder.*** ***Note: Cardholders with more than one card may want to search by Card Number. Search by Employee ID to ensure that all transactions have been reconciled.***
[ ]4.	Click the **OK** button.
[ ]5.	The **Procurement Card Transactions** page displays all transactions that meet the search criteria. To add a receipt to a transaction, select the **Comments** icon. ***Note: In the Status column, only those transactions display that have a Staged status.*** ***Note: Ensure the Merchant and Amount match the receipt. Notify the Citibank Card Administrator on your Campus of disputed transactions. Enter a comment with the details of the dispute and that the Citibank Card Administrator on Campus has been notified.***

[ ]6.	The **Line Comments** page displays. Click the **Attach** button.
[ ]7.	The **File Attachment** pop-up window displays. Click the **Browse** button.
[ ]8.	Within CUNYfirst, your **Computer** folder displays. Navigate to the document to be uploaded into CUNYfirst.
[ ]9.	Click the **Open** button or on the keyboard click **Alt+O**.
[ ]10.	Click the **Upload** button. ***Note: Documents may be uploaded into a variety of file formats including: .jpg, .pdf, .docx, etc.***
[ ]11.	In the **Comments** textbox, enter free form text to identify the attached document.
[ ]12.	Click the **OK** button. ***Note: Approvers are able to view the attached receipt file.***
[ ]13.	The **Procurement Card Transactions** page displays. Click the **Distribution** button.
[ ]14.	The **Account Distribution** page displays. Click the **OK** button. ***Note: The default Department Chartfield will display. When another Department Chartfield is taking fiscal responsibility for the purchase, enter a comment with the details.***
[ ]15.	In the **Transaction** column, select the checkbox/es for the line/s for which the reconciliation is completed.
[ ]16.	Click the **Save** button. ***Note: When all transactions are reconciled, notify your Supervisor.***
	End of Procedure.