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To: NET Travel Card Users
From: Daniel Dolan
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Subject: CUNYfirst Non-Employee (NET) Travel Credit Card Directions

These are the procedures for processing NET (Non-Employee Travel) credit card requisitions in the new CUNYfirst Procurement System. This card is only intended for travel expenses for individuals who are not employees of John Jay College and whose expenses will be paid from tax-levy funds.

Guidelines

1. Only appropriate travel expenses may be charged to the card. These expenses include:
 - a. Transportation expenses including airfare and train fares. Please note that local travel (subway, taxi, bus, etc.) is not to be charged to the travel card.
 - b. Lodging
 - c. Conference registration fees, business supplies needed while traveling.
 - d. Local transportation when in travel status, e.g. airport to hotel and vice-versa.
2. Examples of travel expenses that may not be charged to the card:
 - a. Food (food is covered as part of meal per diems which are reimbursed when the travel voucher is submitted)
 - b. Entertainment such as use of fitness facilities, in-room movies, etc.
 - c. Personal expenses
 - d. Charges for other individuals

Travel Card reconciliation and payment

1. The requester will be forwarded the NET Card Monthly Statement that will indicate the charges they are responsible for.
 - a. Review the statement to validate that the charges are accurate.
 - b. Notify the NET travel card Program Administrator (Dan Dolan) of any disputes, fraudulent or erroneous charges.

2. Pay the travel card statement as follows:

a. In order to pay the appropriate charge on the monthly credit card statement you must first create an “AMOUNT ONLY” requisition. After the requisition goes through the approval process the Purchasing Department will create a Purchase Order (PO).

b. Make sure to create an “**AMOUNT ONLY**” requisition in CUNYfirst and use the following:

Vendor ID# 2000001462 Name: CITI- Net Card
(When searching for the vendor type
Citi as the Short Vendor Name)

Category # 8888000500 Description: Travel Card Conference Registration
OR

Category # 8888000300 Description: Travel Card Out of Town Lodging

Unit of Measure: EA (use each as the Unit of Measure)

c. Complete the “Citibank Visa Travel Card Monthly Transaction Log” for those expenses that you are responsible for. Those charges should be reflected on the month-end statement. Attach to the requisition before submitting for approval.

d. Once the requisition has been approved and the PO has been created you should create a Receipt in CUNYfirst to make the payment. You should only create one Receipt for the statement charges you want to pay. Do not create a Receipt for each line item on the statement. Make sure to attach the statement, transaction log and all other pertinent information as “file attachments” when creating the Receipt. You must also send the original documentation to the Accounts Payable Department as required for audit purposes and note the Receipt # and PO # on documentation.

Please submit the requisition within 5 business days of the 6th of each month. If you have charges on your statement that need to be charged to different departments you must submit a separate requisition for each department highlighting those charges on the month-end statement and Monthly Transaction Log to be charged to that department.

Please remember in CUNYfirst you must create a Receipt for a PO in order to have it paid. The term Receipt in CUNYfirst should be thought of as approving the invoice/statement for payment. You will be assigned a Receipt number.

All travelers must complete the Travel Approval Form (FormBus.003.1) and obtain approvals prior to making any travel plans or commitments. This form must be signed by the area Vice President.

If you have any questions please call me at x8900 or e-mail me at ddolan@jjay.cuny.edu.

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