



*Daniel Dolan
Director of Procurement
Office of Business Services*

*524 West 59th Street
New York City, NY 10019
T. 212.237.8900
F. 212.237.8922
ddolan@jjay.cuny.edu*

To: Travel Card Users
From: Daniel Dolan
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Subject: CUNYfirst Travel Credit Card Directions

These are the updated procedures for processing travel credit card requisitions in the new CUNYfirst Procurement System. You have received a travel credit card with your name on it and all the associated travel expense charged to the card should only be your charges. **Do not place charges on the card for other people.** You must still follow all prior travel approval requirements that apply to you. To activate your card please call the number indicated on the sticker attached to the card. Once activated please sign the back. You must also log onto the following website to be able to print your monthly statement: <https://home.cards.citidirect.com>. Then click on "Self registration for Cardholders". You will need to fill in your name and credit card number where indicated. Please use the following when completing address:

Address: Accounts Payable
524 West 59th Street
New York, NY 10019

*A security question will ask for MMN which is an acronym for mother's maiden name.

Below are the guidelines and procedures to be followed when using the card. If you have any questions about the card, please call me at x8900.

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 registrations 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 travel card holder is responsible for the following actions:
 - a. Review the monthly online electronic statement to validate that the charges are accurate.
 - b. Notify both the travel card Program Administrator (Dan Dolan) and Citibank VISA of any disputes, fraudulent or erroneous charges.
2. Pay the travel card statement as follows:
 - a. In order to pay 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# 2000001461 Name: CITI- T CARD CITIBANK NA
(When searching for the vendor name type
Citi as the Short Vendor Name)

Category # 8888000500 Description: P-Card Conf. Registration

Or

Category # 8888000100 Description: Lodging and Airfare

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

- c. Print the month-end travel credit card statement that will end on the 23rd of each month and complete the “Citibank Visa Travel Card Monthly Transaction Log” and/or the “Citibank Visa Travel Card Discrepancy Log” if there is a discrepancy. The month-end statement charges should correspond/reconcile to the Monthly Transaction Log. 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 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 Receipt # and PO # on documentation.

Please submit the requisition within 5 business days of the 23rd 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 and if the travel involves non-instructional staff, by the Senior Vice President as well.

A State of New York Travel Voucher (AC-132A) should be used for all other travel expense not on the Travel Credit Card (meals and incidentals). This document will not be entered into CUNYfirst but must be forwarded to the Accounts Payable Department for payment. Travel Approval Form must also be attached.

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