SUNY Cobleskill

<div style="border:1px solid #000;">

NEW YORK STATE – DARK Blue Card
NON-EMPLOYEE TRAVEL CARD
(NETCard)
(State or IFR Funds Only)

</div>

The Non-Employee Travel Card Program is intended to reduce the amount of non-employee out-of-pocket expenses when traveling on behalf of SUNY Cobleskill. Employees must apply for a NETCard using the Credit Card Application available on the Business Affairs web page

The NETCard program is a privilege and will be monitored by the Business Office to ensure all purchases meet approved guidelines. NETCard privileges will be revoked for cardholders who utilize the card for **unapproved** expenditures. Continued misuse of the NETCard will jeopardize the future of the Travel Card program for the entire campus. Only State and IFR funds may be used.

Allowable use of the NETCard includes costs for:

- Commercial transportation.
- Rental vehicles.
- Lodging.
- Meals (as described below).
- Registrations
- Taxis/parking

- Gas for **rental vehicles only**
- Miscellaneous expenses while in travel status.
- Athletic team travel

The NETCard should NOT be used for:

- Athletic recruiting trips.
- Gas for personal vehicle.
- Food expenses for all staff meetings and retreats.
- Personal use of any kind.
- Alcoholic beverages.

- Incidentals on hotel bill (gym/spa charges, and movie rentals).
- Cash advances.
- Student Government Association Activity.

Purchasing Meals with NETCard:

If cardholders choose to use the NETCard to pay for meals, the allowance for meals, including gratuities shall be limited to **actual** cost up to the maximum **Per Diem meal allowance** or the Per Diem meal allowance set forth by governing agency (i.e. NCAA). An **itemized** receipt for meal purchases is *required*. Alcoholic beverages **cannot** be paid with the NETCard.

Claiming Meal Per Diem on Travel Voucher:

A traveler's meals may be reimbursed on the Travel Voucher on a Per Diem basis based on location of lodging. If meals are provided or paid by another source related to the scheduled event, the traveler will not be reimbursed.

Reconciling and Reporting:

- All charges on the NETCard must be supported by an employee Travel Request, and Travel Voucher, done through **ETravel**, if reimbursement is required.
- Cardholders upon receipt of their card, should go online and register for online access.
  - **Card Activation Process for Travel Cards:**

    Cardholders upon receipt of their card, should go online and register for online access.

    Cardholders will use the URL for the Chase Credit Card Portal printed on the sticker attached to the new card, use the 16-digit account number and billing zip code (12043) for the campus billing account.

If a cardholder is unable to activate the account through the credit card portal link, they will need to call the telephone number on the back of the card and use the last 4-digit of the business phone, which will be provided by Business Affairs.

Cardholder Self-Registration for PaymentNet *(to access of monthly statements):*

- Go to the PaymentNet homepage (www.paymentnet.jpmorgan.com)
- From the Log In screen, click **Create your J.P. Morgan Commercial Card Online Account** link
- Enter the **16-digit account number** in the J.P. Morgan Commercial Card Number field
- Enter the **last 4 digits of Business Telephone Number** (used for card conversion)
- Click **Next**. Cardholder Identity is verified and the '**Online Account Registration – Create User ID**' screen is displayed

Once the cardholder has created a new User ID, a temporary password will be sent to the email address used for conversion. If the email does not arrive in a few minutes, please contact J.P. Morgan Customer Service by calling the number on the back of your card.

NOTE: All cardholder User IDs must be unique University-wide throughout a specific credit card program. If a user enters a User ID that is already created in PaymentNet, they will be prompted to choose a different User ID.

The original receipts for all items charged on the State NETCard need to be submitted upon receipt of the NETCredit Card Statement. If reimbursement is required, a corresponding Travel Voucher with copies of receipts may be required. All documentation must be sent to the Business Office, one (1) week from return of trip.

Separation from the Campus:

Employees who separate from the campus for any reason must turn their NETCards in to the Human Resources office or the office of Business Affairs. All cards will be deactivated effective their date of separation.