Travel Manual

SUNY POLY

SUNY Polytechnic Institute

TRAVEL CARD PROGRAM HANDBOOK

Business Office – Travel Services **Updated: 2026**

Table of Contents

SUNY POLY

BEFORE YOU TRAVEL

STEP 1:
Complete a Travel Card Application

- Suggested for employee’s who will be traveling twice or more per year.
- Application can be found on our website Click here for Application.
- Once complete, send to travel@sunypoly.edu.
- You will then be sent instructions for the next step via email.

EXAMPLE

SUNY Polytechnic Institute Travel Card

Application/Acknowledgement

Your use of the New York State JP Morgan Chase Travel Card is subject to the following terms and conditions:

1. You are being entrusted with a valuable tool - a NYS JP Morgan Chase Travel Card. The travel card is to be used for the cardholder's state business travel expenses only. Because you will be making a financial commitment on behalf of the State, you must strive to obtain the best value for the State by following established travel policies.

2. All charges made to your credit card will be posted to a central bill by JP Morgan Chase and sent to your agency's Card Program Administrator or designee for payment. You will not receive a bill from JP Morgan Chase (although you are encouraged to view your monthly statement of charges online to identify inaccuracies or fraudulent charges and address them timely). It is important that you submit your expense report promptly for all charges to be reconciled. All transactions charged to a State Travel Card must be reconciled within 30 days of the travel event. Failure to reconcile transactions in a timely manner may result in revocation of your State credit card.

3. You may only use the travel card to pay for your state business travel expenses when you are on official State business. You may not use this credit card for personal charges. Your agency and the Office of the State Comptroller will audit the use of your card and take appropriate action on any discrepancies or unauthorized charges. Any evidence that your card has been used fraudulently will require an investigation, after which disciplinary action may result. Fraudulent use may also result in criminal prosecution. For Travel card guidelines, please review the following link https://www.osc.state.ny.us/files/state-agencies/travel/pdf/agencies-travel-manual-attachment.pdf.

4. Your Agency will establish spending limits for cardholders. You are responsible for knowing your limits and not exceeding them without approval. In addition, certain purchases from merchants or vendors outside the scope of authorized program guidelines may be blocked by the card.

5. NYS JP Morgan Chase Travel Cards are the property of New York State. You must destroy and cancel your card with JP Morgan immediately upon request or upon termination of employment or retirement. Should there be any change in your employment status you must return this card and arrange to have a new card issued, if necessary.

6. If this credit card is lost or stolen, you must notify your agency's Card Program Administrator and JP Morgan Chase immediately. Review of recent transactions within the last 30 days is required to identify any fraudulent charges and appropriate action can be taken.

7. You must comply with any changes to the terms and conditions or policies and procedures concerning use of this credit card.

8. You must certify, by signing your name below, that you are not listed on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons (SDN) list.

REQUIRED FIELDS

Employee Name John Doe ______________________ Phone # 1234 ____________

Signature ______________________________________ Date 1/1/2025 ____________

Business Address 100 Seymour Road Utica NY 13502 ____________

Signature of Supervisor ______________________________ Date 1/1/2025 ____________

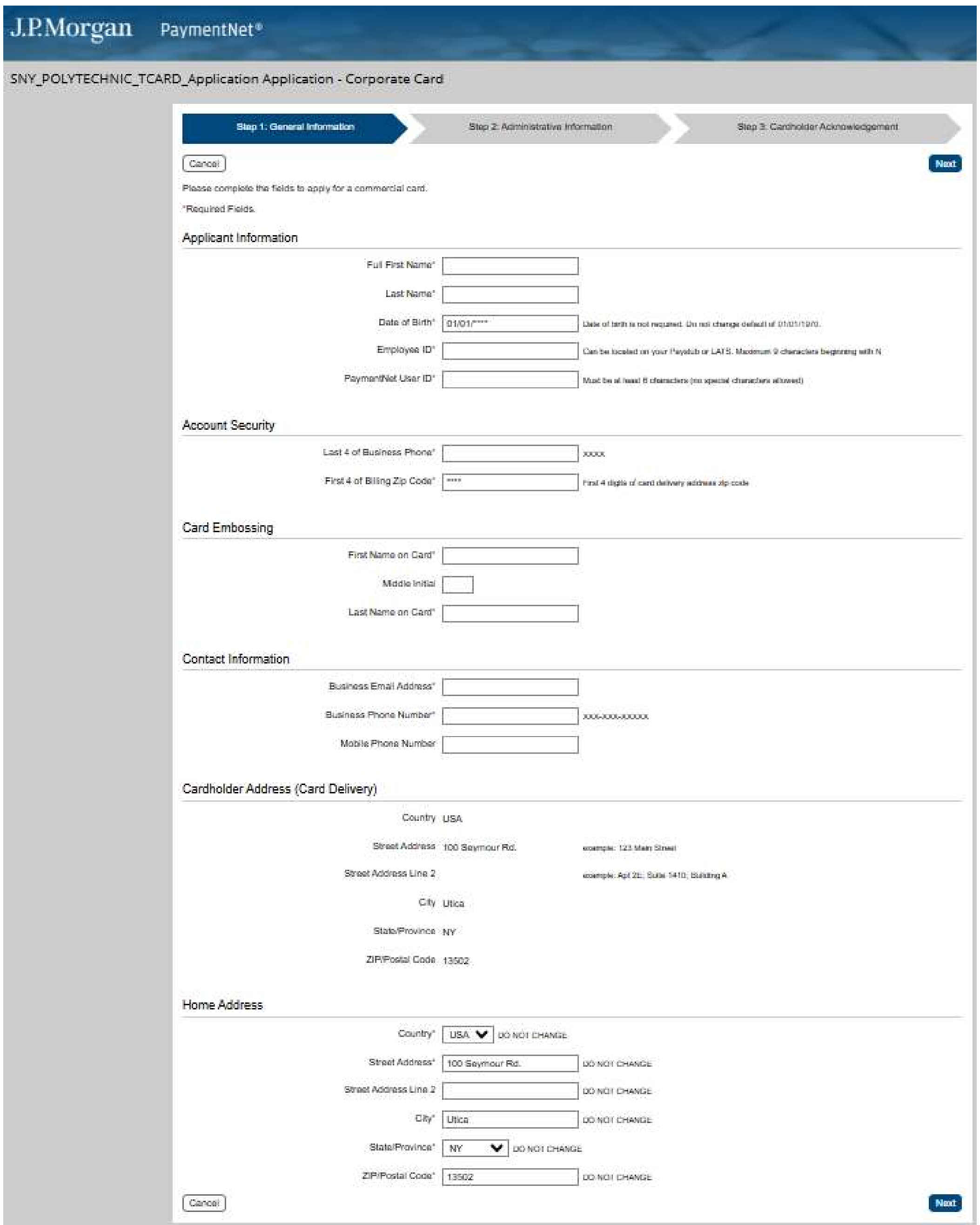
STEP 2:

JP Morgan Travel Card Application

- The Business Office will send the JP Morgan online application link.
- There are 3 steps for the cardholder to complete, General Information, Administrative Information and Cardholder Acknowledgement.
- Once complete, notify the Business Office for final approval.
- Please allow 1 – 2 weeks for card to be delivered to our office.
- You will be notified via email to schedule a time for card pick-up and Travel training.

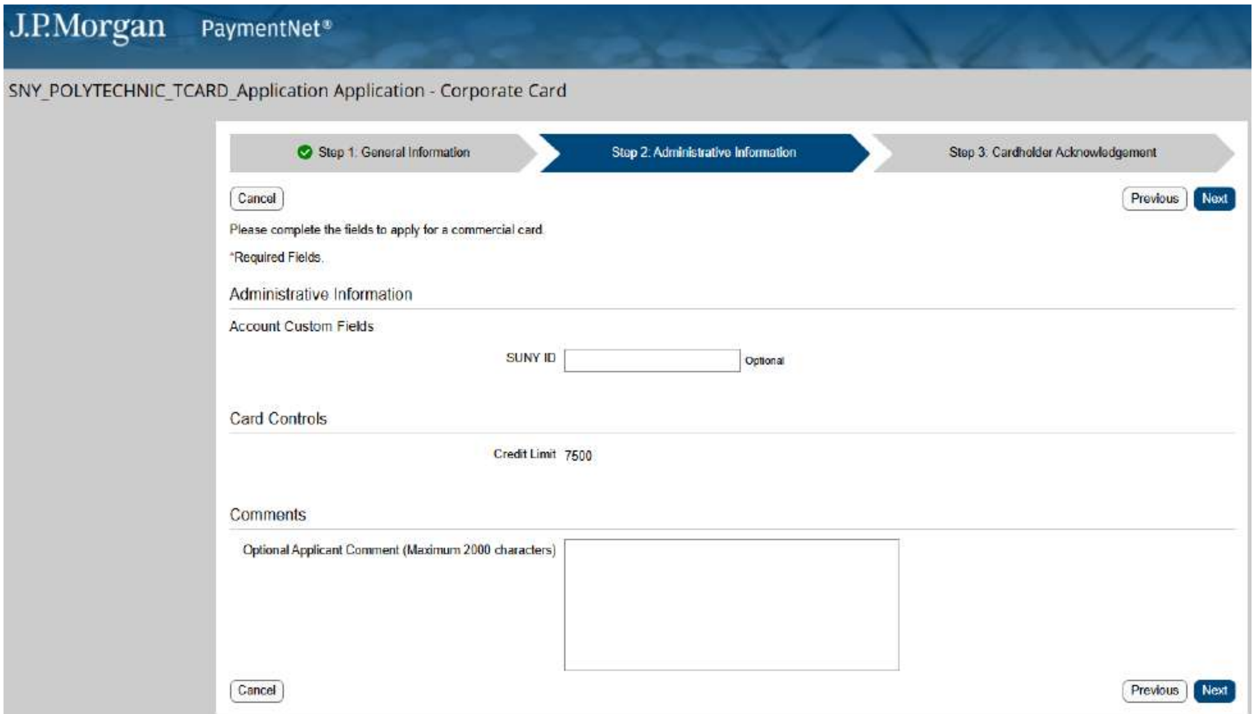
STEP 1: GENERAL INFORMATION

- Applicant will need to enter all required fields, which are followed by an **asterisk**. This includes the applicant NYS Employee ID (N#), which can be found on your paystub/HR time & attendance portal.
- This is where the applicant will create a PaymentNet User ID. If the applicant enters a User ID that is already being used by any cardholder they will be prompted to choose again.
- *NOTE: Any field with the instruction DO NOT CHANGE should not be changed by the applicant.*



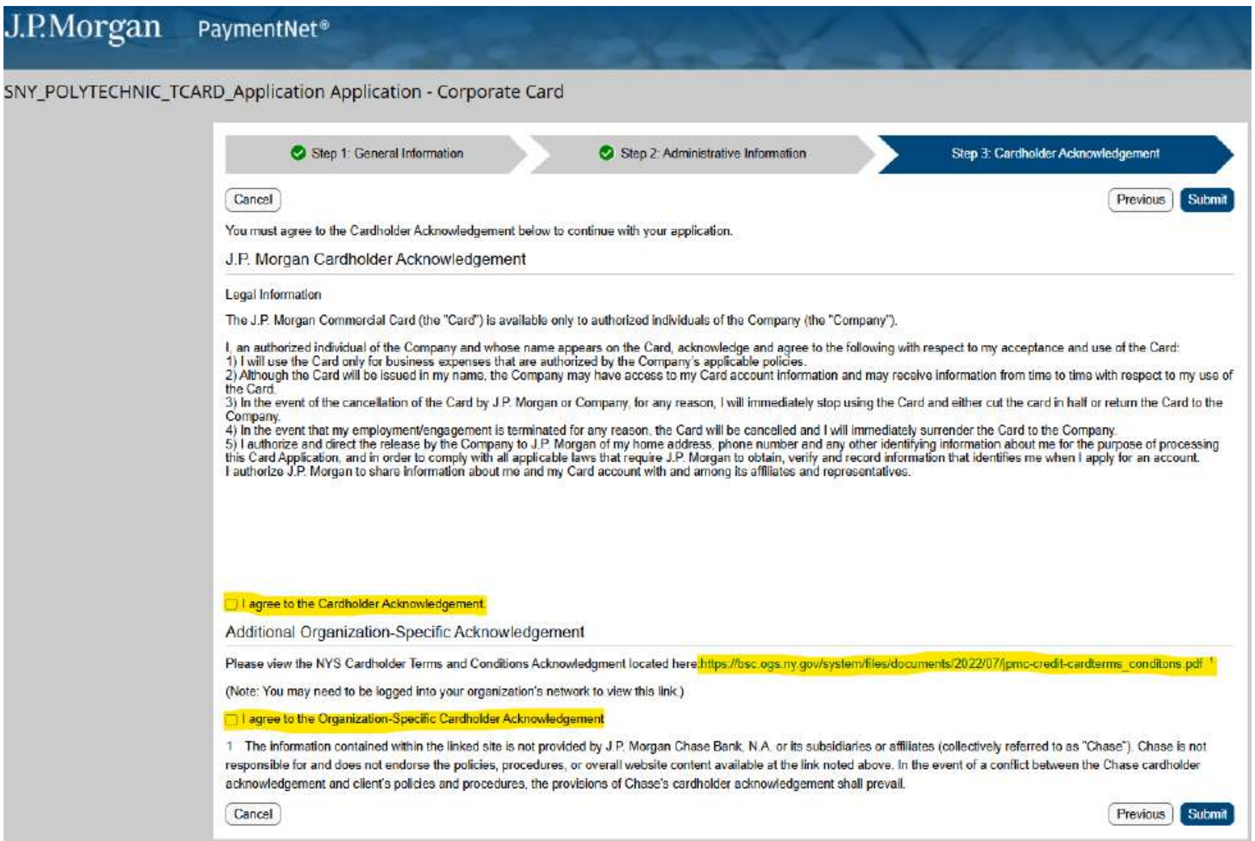
STEP 2. ADMINISTRATIVE INFORMATION

- SUNY ID is an optional field and does not need to be filled in.
- The default credit limit will always be $7,500 (decision made by OGS), but the amount may be changed by the Business Office before the application is approved.



STEP 3: CARDHOLDER ACKNOWLEDGEMENT

- The cardholder will need to check that they agree to the JP Morgan Cardholder Acknowledgement.
- The cardholder will need to click the NYS Cardholder Terms and Conditions Acknowledgement by clicking on the link.
- After reviewing the Acknowledgement, the cardholder will need to check that they agree to the Organization-Specific Cardholder Acknowledgement.
- Click **submit** once finished.
- NOTE: The check box for the Organization-Specific Cardholder Acknowledgement will remain grayed out until the employee clicks the link to access the PDF.



NYS Cardholder Terms and Conditions Acknowledgement

NEW YORK STATE OF OPPORTUNITY. | Office of General Services Business Services Center

New York State JP Morgan Chase Travel Card/Procurement Card/NET Card Terms and Conditions

Your use of a New York State JP Morgan Chase Travel, Non-Employee Travel (NET) or Procurement Card is subject to the following terms and conditions:

1. You are being entrusted with a valuable tool - a NYS JP Morgan Chase Travel, NET or Procurement Card. The travel card is to be used for the cardholder's state business or official government travel expenses only. The NET card is to be used by the cardholder for state business or official government travel expenses for non-employees traveling on behalf of the State. The purchase card is to be used for State business or official government purchases of services and commodities. Because you will be making a financial commitment on behalf of the State, you must strive to obtain the best value for the State by following established travel or purchasing policies as appropriate.
2. All charges made to your credit card will be posted to a central bill by JP Morgan Chase and sent to your agency's Card Program Administrator or designee for payment. You will not receive a bill from JP Morgan Chase (although you are encouraged to view your monthly statement of charges online to identify inaccuracies or fraudulent charges and address them timely). If you have a travel card, it is important that you submit your expense report promptly for all charges to be reconciled. All transactions charged to a State Procurement, Travel or Non-Employee Travel Card must be reconciled in the Statewide Financial system within 30 days of the travel event or purchase. Failure to reconcile transactions in a timely manner may result in revocation of your State credit card.
3. You may only use the travel card to pay for your state business or official government travel expenses when you are on official State business. You may only use the procurement card for authorized State business or official government transactions. You may not use this credit card for personal charges. Your agency and the Office of the State Comptroller will audit the use of your card and take appropriate action on any discrepancies or unauthorized charges. Any evidence that your card has been used fraudulently will require an investigation, after which disciplinary action may result. Fraudulent use may also result in criminal prosecution. For Travel card guidelines, please review the following link https://www.osc.state.ny.us/files/state-agencies/travel/pdf/agencies-travel-manual-attachment.pdf
4. You must follow the policies and procedures established by New York State for the use of the procurement credit card. Failure to do so may result in revocation of your user privileges or other disciplinary action, which could include termination of employment. For procurement guidelines, please review the following link https://ogs.ny.gov/procurement/nys-procurement-guidelines.
5. Your Agency will establish spending limits for cardholders. You are responsible for knowing your limits and not exceeding them without approval. In addition, certain purchases from merchants or vendors outside the scope of authorized program guidelines may be blocked by the card.
6. NYS JP Morgan Chase Travel, NET and Procurement Cards are the property of New York State. You must destroy and cancel your card with JP Morgan immediately upon request or upon termination of employment or retirement. Should there be any change in your employment status you must return this card and arrange to have a new card issued, if necessary.
7. If this credit card is lost or stolen, you must notify your agency's Card Program Administrator and JP Morgan Chase immediately. Review of recent transactions within the last 30 days is required to identify any fraudulent charges and appropriate action can be taken.
8. You must comply with any changes to the terms and conditions or policies and procedures concerning use of this credit card.
9. You must certify, by signing your name below, that you are not listed on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons (SDN) list.

(July 2022)

STEP 3:

Concur/Stovroff & Taylor Employee Profile

- The Business Office will send you a chart requesting information from you as it matches your state-issued ID/driver's license.
- This information then gets sent to Stovroff & Taylor (our contracted agency) to create your employee profile.
- Once the profile has been created, S&T will send you a Concur welcome letter and login credentials.

Employee Profile Set-Up

First Name:	
Middle Name:	
Last Name:	
Email Address:	
Work Phone #:	
NYS Employee ID#:	
Position/Title:	
Department/Division:	
Alternate Email:	travel@sunypoly.edu

STEP 4:

Travel Authorization / Out-of-State Form

- This form can be found on our website. Click here for fillable form
- Current requirement for all Faculty, Candidates, and Out-of-State Travel.
- Must be completed with all appropriate signatures and sent to travel@sunypoly.edu **prior** to traveling.
- It is recommended to provide a slightly higher estimate to account for unexpected expenses.
- **Approvals**:
    - Department Dean/Supervisor: Signature, account number, and dollar amount.
    - VP/Provost: Required for all Faculty and Candidate travel.
    - President: Required for all Out-of-State travel.

SUNY POLYTECHNIC INSTITUTE

Travel Authorization and Out-of-State Approval Form

EXAMPLE

Traveler's Name: John Doe ☐-Faculty ☐-Dean ☐-Staff ☐-Student

Department: College of Engineering ☐-Non-Employee

Conference: 2025 IEEE International Symposium on Antennas & Propagation and North American Radio Science Meeting

Destination: Ottawa, Canada Dates of Travel: July 13-18, 2025

Purpose of Travel:
To attend the 2025 IEEE International Symposium on Antennas and Propagation and North American Radio Science Meeting.

This section will be estimates only

Estimate of Expenses:

		Notes:
Airfare	$	Rental Car - Enterprise 1 week
Other Transportation-please specify	$ 400.00	Lodging - 5 nights
Lodging (rate per night x number of nights)*	$ 1200.00	Rental Gas + Tolls
Meals (rate per day x number of days)*	$ 346.00	
Conference Fee	$ 912.00	
Other-please specify	$ 50.00	
Total	$ 2908.00	

Signature of Traveler: ______________________ Date: 3/20/2025

* Meals and lodging per diem rates can be found at www.gsa.gov. If actual lodging rate exceeds allowable per diem then Request to Exceed Maximum Lodging Rates Form must be submitted for approval prior to travel.

**Attach copies of programs, brochures, agendas, accommodations, transportation, etc.

REQUIRED *** Request and supporting documents must be submitted prior to travel. **REQUIRED**

Dept. Head/Supervisor or Account Signatory Approval:
______________________ Date: 3/20/2025
Account #: 510001
Amount Approved: 3000.00
If Faculty Member, Date of Most Recent Annual Report:
____

Area VP/Provost Approval:
____
Date: 3/20/2025
President's Approval: (Out-of-State Travel Only):
____
Date: 3/20/2025

Office Use Only: Encumbrance #: ______________________ Date: __________

STEP 5:
Exceed Lodging

- This form can be found on our website. Click here for fillable form
- Current lodging per diem rates are available at:
  - Per Diem Rates **(Domestic)** – Per diem rates | GSA (enter the hotel zip code)
  - Per Diem Rates **(International)** – U.S. Department of State | Home Page
- Required **prior** to travel if lodging costs exceed the maximum per diem allowance.
- Form must include complete travel details and a justification explaining why the higher rate is necessary.
- Please check surrounding hotels for lower rates prior to booking.
- Traveler and Supervisor must sign. Once complete, send to travel@sunypoly.edu for final consideration.
- After final approval/denial is made by our Campus Financial Officer, the Business Office will send a final copy via email for the traveler's records.
- Please keep the final copy and submit with your Claim for Reimbursement packet.

EXAMPLE

SUNY POLYTECHNIC INSTITUTE

Request to Exceed Maximum Lodging Rates
Including Conference Site Hotels

Traveler's Name: John Doe

Destination: Ottawa, Canada Dates of Travel: 07/13/2025 - 07/18/2025

Purpose of Travel: 2025 IEEE International Symposium on Antennas & Propagation and North American Radio Science Meeting

Reference GSA.GOV

Lodging Rate: $315 Per Diem Rate for Destination: $279

REQUIRED

Provide a justification for exceeding the maximum federal lodging per diem rates:

This is the designated conference hotel, currently offering the lowest available rate in the area. Staying here will help minimize transportation costs while providing valuable opportunities for networking with other attendees.

REQUIRED

Traveler's Signature: __________ Date: 03/20/2025

Department: College of Engineering Account Number: 510001

REQUIRED

Supervisor's Signature: __________ Date: 03/20/2025

________ Approved ________ Denied

Campus Financial Officer: __________ Date: 03/20/2025
Business Office

Comments:

Travelers must obtain prior approval to exceed the maximum federal lodging rate (conference site hotels included). Maximum lodging per diem rates can be found at www.gsa.gov.

Travelers will be held liable if approved lodging rate is exceeded.

STEP 6:

Conference Registration + Memberships

- Conference Registrations can be charged to the cardholders Travel card. The alternative option would be to complete a Purchase Requisition and attach the invoice/payment details/email and submit to procurement@sunypoly.edu for processing.
- The cardholder can only book their own registrations. **Do not** book for Students or another Employee.
- Student Registrations - These can be paid out of pocket, then claim for reimbursement after traveling, paid by the Travel Office corporate NET Card, department P-card, submit to Procurement a Purchase Requisition and registration details.

*Please note that ALL Memberships are required to go through our Procurement Department. **Do not** charge to the Travel card. A Purchase Requisition, invoice/payment details/email will need to be submitted for review and consideration. Be sure to include in the "Business Purpose" section, how the Membership benefits SUNY Poly.

BOOKING TRAVEL

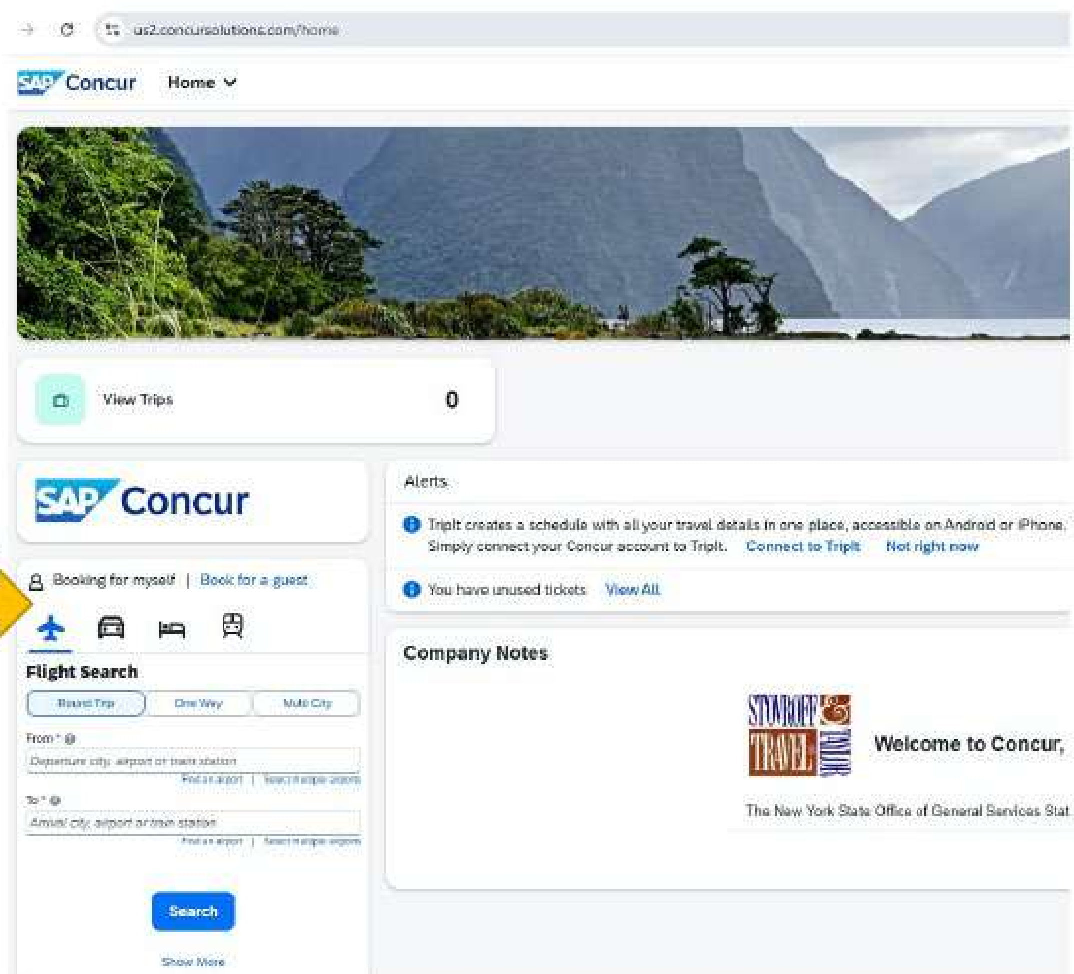
STEP 7:
Booking Lodging

- Book through Concur/Stovroff & Taylor or by contacting the hotel directly.
  - **Concur** - Self-booking platform managed by Stovroff concursolutions.com.
  - **Stovroff & Taylor** - Agency (Initial Employee Profile set up required for booking, reference step 3) reservations@stovrofftaylortravel.com .
- **Avoid** booking through third parties.
- **Must** request the State rate.
- Reference the links below for maximum allowable per diem rate.
  - Per Diem Rates **(Domestic)** – Per diem rates | GSA
  - Per Diem Rates **(International)** – U.S. Department of State | Home Page

Agency information + Concur Solutions Home Page

Travel Agency Name	Stovroff and Taylor Travel (STT)
Travel Office Hours	9:00am – 5:00 pm EST
Reservation Phone Number	1-800-543-8616 or 716-631-4022 option1
Online Booking Tool	www.concursolutions.com
Online Tech Support 9:00am-5:00pm	onlinehelp@stovrofftaylortravel.com
E-Mail Reservations	reservations@stovrofftaylortravel.com
Emergency/After Hours Number	1-800-543-8616 or 716-631-4022 option1

*Book trips yourself



STEP 8:

Booking Transportation

- When choosing the method of transportation, several factors should be considered, such as:
    - distance traveled
    - travel time
    - number of travelers
    - number of locations to be visited
    - and what type of transportation may be available.
- If a more expensive method is used, obtaining approval from the Business Office is required **prior to traveling.**
    - Justification should be submitted to travel@sunypoly.edu for consideration.
    - If the more expensive method is approved, attach all justification documentation with the Claim for Reimbursement after traveling.

Airfare

- **ALL** (reasonable/Coach) airfare **MUST** be booked/quoted through Concur/Stovroff & Taylor.
- If you find that you can get the same airfare at a savings of $200 or more, you are able to purchase it on your travel card elsewhere. * You must include the Concur/Stovroff & Taylor airfare quote with your travel claim to show the cost savings.

Travel Agency Name	Stovroff and Taylor Travel (STT)
Travel Office Hours	9:00am – 5:00 pm EST
Reservation Phone Number	1-800-543-8616 or 716-631-4022 option1
Online Booking Tool	www.concursolutions.com
Online Tech Support 9:00am–5:00pm	onlinehelp@stovrofftaylortravel.com
E-Mail Reservations	reservations@stovrofftaylortravel.com
Emergency/After Hours Number	1-800-543-8616 or 716-631-4022 option1

* Estimates for airfare and rental car can be obtained by contacting Stovroff and Taylor Travel.

Rental Car

- Compact/standard rental cars can be booked through Concur/Stovroff & Taylor*.
- **Must** use Travel Card.
- Travel card provides full insurance coverage for rentals. Do not purchase additional insurance if Travel Card is used.
- If a rental is purchased from a non-contract supplier without using the Travel card, OGS recommends that the traveler purchase the Collision Damage Waiver (CDW) or Loss Damage Waiver (LDW).
- Enterprise-Rent-A-Car or Hertz **must** be used.
- **Must** request the State rate and use SUNY Poly/OGS Contract.
  - Enterprise Link https://elink.enterprise.com/en/stnyrk10.html
  - Alternatively, you can use Hertz online rental tool if you prefer Hertz to Enterprise: https://www.hertz.com/rentacar/hertzlink/index.jsp?targetPage=NY_State_Welcomepage.xml
- Itemized rental receipt.
- Gas Receipts.
- Tolls incurred while using rental typically get billed two weeks after.

Travel Agency Name	Stovroff and Taylor Travel (STT)
Travel Office Hours	9:00am – 5:00 pm EST
Reservation Phone Number	1-800-543-8616 or 716-631-4022 option1
Online Booking Tool	www.concursolutions.com
Online Tech Support 9:00am–5:00pm	onlinehelp@stovrofftaylortravel.com
E-Mail Reservations	reservations@stovrofftaylortravel.com
Emergency/After Hours Number	1-800-543-8616 or 716-631-4022 option1

* Estimates for airfare and rental car can be obtained by contacting Stovroff and Taylor Travel.

All accidents must be reported immediately to the local enforcement agency, the employee's supervisor, and the rental car vendor. The renter must file a damage claim report with the rental car vendor. A copy of the accident report will need to be provided to the Business Office.

Train / Bus / Taxi / Lyft / Uber

- Book independently.
- Travel card permitted for charges.
- Receipts required.
- Lyft / Uber – **DO NOT** set Travel Card as default payment method, to avoid personal transportation charges.

DURING TRAVEL

STEP 9:

Hotel Check-in + Tax Exemption

Tax Exemption Certificate (ST-129)

- Complete and provide to the hotel at the time of check in to ensure the hotel doesn't charge sales tax.
- May require reservation number.
- Tax Exempt States (**currently**): New York, Florida, Maine, Missouri, New Jersey, North Dakota, Rhode Island.
- Please contact travel@sunypoly.edu to confirm current states and obtain the matching tax exemption form.
- NYS Tax Exempt form Click here for fillable form

Department of Taxation and Finance

New York State and Local Sales and Use Tax

Exemption Certificate

Tax on occupancy of hotel or motel rooms

EXAMPLE

ST-129 (2/18)

Hotel Reservation #:_______________

This form may only be used by government employees of the United States, New York State, or political subdivisions of New York State.

Name of hotel or motel				Dates of occupancy	
Courtyard Marriott Oneonta NY				From: 05-21-2025	To: 05-22-2025
Address *(number and street)*	City	State	ZIP code	Country	
116 Courtyard Dr	Oneonta	NY	13820	USA	

Certification: I certify that I am an employee of the department, agency, or instrumentality of New York State, the United States government, or the political subdivision of New York State indicated below; that the charges for the occupancy of the above business on the dates listed have been or will be paid for by that governmental entity; and that these charges are incurred in the performance of my official duties as an employee of that governmental entity. I certify that the above statements are true, complete, and correct, and that no material information has been omitted. I make these statements and issue this exemption certificate with the knowledge that this document provides evidence that state and local sales or use taxes do not apply to a transaction or transactions for which I tendered this document, and that willfully issuing this document with the intent to evade any such tax may constitute a felony or other crime under New York State Law, punishable by a substantial fine and a possible jail sentence. I understand that the vendor is a trustee for, and on account of, New York State and any locality with respect to any state or local sales or use tax the vendor is required to collect from me; that the vendor is required to collect such taxes from me unless I properly furnish this certificate to the vendor; and that the vendor must retain this certificate and make it available to the Tax Department upon request. I also understand that the Tax Department is authorized to investigate the validity of tax exemptions claimed and the accuracy of any information entered on this document.

Governmental entity *(federal, state, or local)*		Agency, department, or division	
STATE		STATE UNIV OF NY - SUNY POLYTECHNIC INSTITUTE	
Employee name *(print or type)*	Employee title	Employee signature	Date prepared
John Doe	Professor of Engineering		05-21-2025

Instructions

Who may use this certificate

If you are an employee of an entity of New York State or the United States government and you are on official New York State or federal government business and staying in a hotel or motel, you may use this form to certify the exemption from paying state-administered New York State and local sales taxes (including the $1.50 hotel unit fee in New York City).

New York State governmental entities include any of its agencies, instrumentalities, public corporations, or political subdivisions.

Agencies and instrumentalities include any authority, commission, or independent board created by an act of the New York State Legislature for a public purpose. Examples include:

- New York State Department of Taxation and Finance
- New York State Department of Education

Public corporations include municipal, district, or public benefit corporations chartered by the New York State Legislature for a public purpose or in accordance with an agreement or compact with another state. Examples include:

- Empire State Development Corporation
- New York State Canal Corporation
- Industrial Development Agencies and Authorities

Political subdivisions include counties, cities, towns, villages, and school districts.

The United States of America and its agencies and instrumentalities are also exempt from paying New York State sales tax. Examples include:

- United States Department of State
- Internal Revenue Service

Other states of the United States and their agencies and political subdivisions **do not** qualify for sales tax exemption. Examples include:

- the city of Boston
- the state of Vermont

To the government representative or employee renting the room

Complete all information requested on the form. Give the completed Form ST-129 to the operator of the hotel or motel upon check in or when you are checking out. You must also provide the operator with proper identification. Sign and date the exemption certificate. You may pay your bill with cash, a personal check or credit/debit card, or a government-issued voucher or credit card.

Note: If you stay at more than one location while on official business, you must complete an exemption certificate for each location. If you are in a group traveling on official business, each person must complete a separate exemption certificate and give it to the hotel or motel operator.

To the hotel or motel operator

Keep the completed Form ST-129 as evidence of exempt occupancy by New York State and federal government employees who are on official business and staying at your place of business. The certificate should be presented to you when the occupant checks in or upon checkout. The certificate must be presented no later than 90 days after the last day of the first period of occupancy. If you accept this certificate after 90 days, you have the burden of proving the occupancy was exempt. You must keep this certificate for at least three years after the later of:

- the due date of the last sales tax return to which this exemption certificate applies; or
- the date when you filed the return.

This exemption certificate is valid if the government employee is paying with one of the following:

- cash
- personal check or credit/debit card
- government-issued voucher or credit card

Do not accept this certificate unless the employee presenting it shows appropriate and satisfactory identification.

Note: New York State and the United States government are not subject to locally imposed and administered hotel occupancy taxes, also known as *local bed taxes*.

Substantial penalties will result from misuse of this certificate.

STEP 10:
Meals + Lodging

- Employees may choose one of two different methods to be reimbursed for lodging and meal expenses that are paid directly out-of-pocket (methods explained in the following section).
- Travelers may not, however, combine the two methods on the same overnight trip.
- An overnight trip is defined as dinner, lodging, and breakfast the following morning.
- Only breakfast and dinner are reimbursed; lunch is not.
- **Highly advise to forego charging meals to the Travel Card, and suggest you always claim the applicable meal per diem you are entitled to.**
- If food is charged to the Travel Card, **itemized receipts are required.**
- If food is charged to the hotel (room service) and is charged to the Travel card or you are claiming meal reimbursement, **itemized receipts of all food is required.**
- Conference/Meeting agenda is required if claiming meals.

Overnight Trip

Method I – No Receipts

- No receipt required if you are lodging with family or friends.
- This is a flat rate which covers meals, lodging, and incidentals.
- Per-diem is based on the area of lodging.
- No receipts are required to claim this method of reimbursement, but receipts are required for travel card charges – even if the charges are related to meals for this overnight trip.

Lodging Rates (Per Diem)

Location	Per Diem
New York City and Nassau, Suffolk, Rockland, and Westchester Counties	**$50.00**
Cities of Albany, Binghamton, Buffalo, Rochester, Syracuse and their respective surrounding metropolitan areas	**$40.00**
All other locations in New York State	**$35.00**
Out of State (this includes any out of state tax on lodging)	**$50.00**

- Travelers using this unreceipted method are also eligible for an additional $5.00 for breakfast on the day of departure if they have to leave at least one hour before their normal work start time.
- They are also eligible for an additional $12.00 for dinner on the day of return if they return at least two hours later than their normal work ending time.

Method 1 Examples

Example 1: A traveler leaves Poly on Monday at 6 a.m. to go to Albany and returns home Friday at 5:30 p.m. The traveler’s normal working hours are 8:00 a.m. – 4:00 p.m. Because the traveler is in overnight travel status for 4 nights, they are allowed 4 per diems ($40/night) and an additional breakfast (departed before 7 a.m.). For this example, the traveler will be reimbursed the following: (Note: This example uses October 2024 – September 2025 GSA rates.)

Per Diem (4 @ $40): $160.00

Plus, breakfast on Monday: $5.00

Total reimbursement: $165.00

Example 2: A traveler leaves Albany on Monday at 8 p.m. to go to Chicago, IL and returns to Albany by 8 p.m. on Wednesday. The traveler’s normal working hours are 8:30 a.m. – 4:30 p.m. Because the traveler is in overnight travel status for 2 nights, they are allowed 2 per diems ($50/night) and an additional dinner (returned after 7 p.m.). For this example, the traveler receives the following reimbursement: (Note: This example uses October 2024 – September 2025 GSA rates.)

Per Diem (2 @ $50): $100.00

Plus, dinner on Wednesday: $12.00

Total reimbursement: $112.00

Overnight Trip

Method II – With (Lodging) Receipts

This method provides reimbursement of actual lodging costs and an allowance for meals and incidentals based on federal reimbursement rates for the county of lodging.

Lodging:

- When booking lodging, travelers should request the State rate.
- **Tax Exempt States (currently):** New York, Florida, NJ, Maine, Missouri, North Dakota, Rhoda Island.
- Please contact travel@sunypoly.edu to confirm current states and obtain the matching tax exemption form.
- NYS Tax Exempt form Click here for fillable form
- Travel outside of the states listed above, state and local taxes are not included in the maximum lodging amount and will be reimbursed in addition to the per diem amount.
- Request to Exceed Lodging form – this is required when the hotel cost is over the maximum per diem rate. This form must be completed and approved **prior** to traveling. Click here for fillable form
- Itemized Hotel receipt obtained at checkout. If you sleep in a hotel room, a copy of the bill must be submitted with your Travel Claim showing the traveler's name regardless of who paid for the room.

Meals:

- **Conference/Meeting agenda is required if claiming meals.**
- **If food was charged to the room** – we will need an itemized receipt to verify purchases.
- Itemized Receipts are necessary for all meals charged to the T-Card.
  - Reimbursement is based on the area of lodging. Reference the links below for maximum allowable per diem rate.
    - Per Diem Rates **(Domestic)** – Per diem rates | GSA
    - Per Diem Rates **(International)** – U.S. Department of State | Home Page

- **Do not** use the 'First & Last Day of Travel' rates found on the GSA website.
- Travelers are also entitled to an extra breakfast if their departure time is prior to 7 a.m. and an extra dinner if their return time is after 7 p.m. In these cases, breakfast and/or dinner will be reimbursed up to the maximum amount of the meal per diem allowance specified for the particular area of lodging.

Domestic Per-diem Rate Breakdown

(M&IE Total) Daily Per-Diem	20% For Breakfast	80% For Dinner
$68	$14	$54
$74	$15	$59
$80	$16	$64
$86	$17	$69
$92	$18	$74

Method 2 Examples

Example 1: A traveler goes to a conference in Boston in July. The conference is being held in a hotel with a rate of $315 per night. The maximum lodging per diem for Boston is $291. The over-the-maximum can be justified, because the traveler, staying at a different hotel, would have incurred additional transportation expenses to and from the conference. (Note: This example uses October 2024 – September 2025 GSA rates.)

Example 2: A traveler leaves Poly on Sunday at 4 p.m. and travels to New York City in September. The traveler returns to Poly at 9 p.m. on Wednesday. (Note: This example uses October 2024 – September 2025 GSA rates.)

Lodging: The traveler stayed in Manhattan where the maximum lodging amount is $342 per night.

Meal Allowances: The traveler is entitled to 3 full meal per diems and a dinner on Wednesday night (returned home after 7 p.m.). Manhattan is a $92 per diem location.

For this example, the traveler will be reimbursed the following:

Three nights lodging @ $342:	$1,026.00
Three full per diems @ $92:	$276.00
Plus, dinner on Wednesday:	$12.00
Total reimbursement:	$1,026.00 Lodging + $288.00 Maximum Meal Per Diem

Day Trip Meal Reimbursement

Travelers on business trips lasting one day or less, and more than 35 miles from their official station and place of residence, may be reimbursed for breakfast and/or dinner based on departure (before 7 a.m.) and return (after 7 p.m.) times.

Method I – No Receipts

- Day trip meal reimbursements are reportable as taxable income to the IRS.
- Travelers without meal receipts are reimbursed $5.00 for breakfast and/or $12.00 for dinner, regardless of location.
- Lunch is not a reimbursable expense.

Method II – With Receipts

- Receipts required.
- Reimbursement allowed up to the per diem rate for that area.
- Click here for GSA (domestic) per diem rates
- Click here for International per diem rates

Domestic Per-diem Rate Breakdown

(M&IE Total) Daily Per-Diem	20% For Breakfast	80% For Dinner
$68	**$14**	**$54**
$74	**$15**	**$59**
$80	**$16**	**$64**
$86	**$17**	**$69**
$92	**$18**	**$74**

STEP 11:

Receipt Requirements

Please retain all original receipts for travel expenses incurred.

- All receipts must be itemized to verify proof of purchase.
- It is suggested to take a photo using your cellphone of each receipt during your travel period, in the event a receipt is misplaced/lost.
- Contact vendor to obtain a lost/missing receipt.
- Up to 20% gratuity is allowable and a reimbursable expense.
- Tips for hotel housekeeping, bellman, porters are included within the M&IE per diem rate rather than a separate reimbursable item.

Expense Type	Documentation Required
Charge on State Travel Card	Receipt
Transportation by Common Carrier	Ticket stub with price listed; receipt and stub
Taxi/Lyft/Uber/Bus	Receipt
Rental Car	Receipt showing return time
Tolls - EZ Pass	EZ Pass statement with applicable charges indicated
Gas	Receipt
Day Trip Meals - Receipted	Receipt
Hotels - Receipted	Receipt
Misc. and Incidental Expenses	Receipt
Conference/Registration Fees	Receipt
Journal/Article/Paper Fees	Receipt
Parking	Receipt
Baggage	Receipt

AFTER TRAVEL

STEP 12:

Traveler's Checklist

Prior to completing the Employee Report Of Travel Expenses And Claim For Payment form, please take a moment to review the check list.

- Utilize this checklist to ensure all requirements are met before submitting a completed claim packet.
- This checklist is optional and does not need to be submitted with the claim packet.
- This was created to assist in streamlining the Travel submission processes.

OVERNIGHT TRAVELER'S CHECKLIST

TRAVELER: N#:

DESTINATION: BUSINESS PURPOSE:

ADDRESSES: DATES/TIMES OF TRAVEL:

OVERNIGHT TRIP:	**RECEIPT**	**METHOD OF PAYMENT**		
EXPENSES	***YES/NO***	***TCARD***	***PERSONAL***	***DIR BILL***
Lodging w/family or friend				
Receipted Lodging - $0 Bal				
Exceed Lodging		**NEED EXCEED FORM/APPROVAL		
Airfare & Baggage Fees				
Rental Vehicle				
Taxi/Uber/Lyft/Bus				
AMTRAK				
Other: _________________				
Meals (Unreceipted)				
Meals - Additional receipts				
Personal Vehicle		**NEED MILEAGE FORM		
Personal Vehicle: >100 miles		**NEED RENTAL CALC		
Parking/Tolls/Etc.				
Gas for Rental Vehicle				
Registration/Membership				
Agenda/Schedule				

DAY TRIP TRAVELER'S CHECKLIST

TRAVELER: N#:

DESTINATION: BUSINESS PURPOSE:

ADDRESSES: DATES/TIMES OF TRAVEL:

DAY TRIP:	**RECEIPT**	**METHOD OF PAYMENT**		
EXPENSES	***YES/NO***	***TCARD***	***PERSONAL***	***DIR BILL***
Rental Vehicle				
Taxi/Uber/Lyft/Bus				
AMTRAK				
Other: ____________________				
Meals (Unreceipted)				
Meals (Receipted)				
Personal Vehicle		**NEEDS MILEAGE FORM		
Personal Vehicle: >100 miles		**NEEDS RENTAL CALC		
Parking/Tolls/Etc.				
Gas for Rental Vehicle				
Registration/Membership				
Agenda/Schedule				

***Meals for Day Trips are TAXABLE!**

***Unreceipted is $5 for BREAKFAST and $12 for DINNER.**

***Keep your receipts if you want reimbursement up to the per diem rate.**

STEP 13:

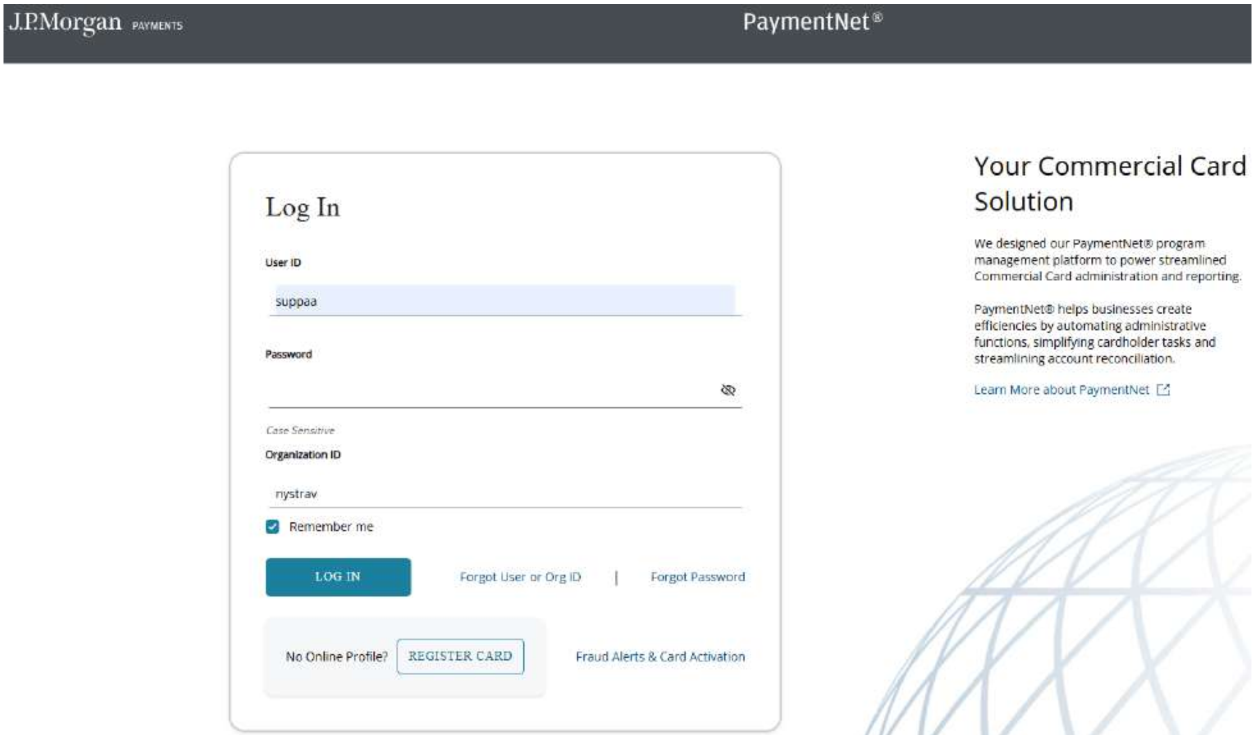
J.P. Morgan Travel/NET (Non-Employee Travel/Athletics Team Meals) Card Online Account

On a monthly Basis the cardholder is responsible for verifying all activity listed on the monthly statement.

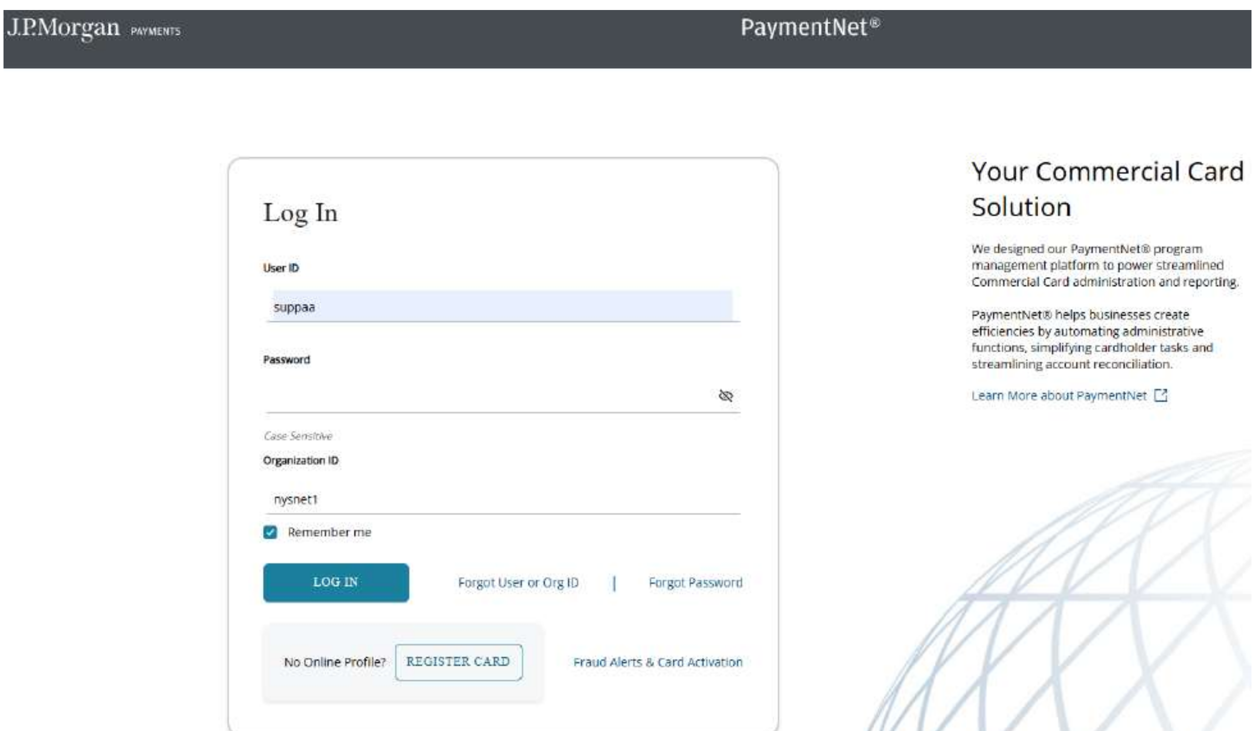
- Please log in using your User ID and Password.
- Organization ID for Travel is NYSTRAV. This field is not case sensitive.
- Organization ID for NET (Athletics) is NYSNET1. This field is not case sensitive.
- If you have trouble logging in and have already clicked “Forgot your Password” or “Forgot your User ID” please contact travel@sunypoly.edu for further assistance.

Portal Homepage

Travel Card



NET Card



Welcome Page – Click Statements

Home | Transactions | **Statements** | Reports | My Accounts | Help

Welcome

[redacted]

Corporate Card(..[redacted])

Account Summary

View Details

Credit Limit	$7,500.00
Current Balance	$0.00
Available Credit	$7,500.00

Transaction Activity

Current Billing Cycle Transactions	$0.00	View
Authorizations	0	View
Declines	0	View

Statements

Sep 22, 2025	$489.06	View	Download (PDF)

Statement Details Page – Click billing date drop down to view all monthly statements

Home **Transactions** **Statements** **Reports** **My Accounts** **Help**

Statement Detail

Account Number	***********[redacted]	Account Name	[redacted]
Billing Date	09/22/2025	Credit Limit	$7,500.00
Due Date	10/17/2025	Available Credit	$7,500.00
Statement Amount	$489.06	Cash Limit	$0.00
		Cash Available	$0.00

To request accessible statements, please call 1-800-316-6056

View Statement (PDF)

	Post Date	Tran Date	Reference	Description	City	State/Prov	MCC	Amount
	08-27-2025	08-25-2025	24755425238172383790828	HIGH PEAKS RESORT	518-5234411	NY	7011	$489.06

Account Summary

Previous Balance	$0.00
Purchases	$489.06
Cash Advance	$0.00
Credits	$0.00
Payments	$0.00
Other Charges	$0.00
Finance Charges	$0.00
New Balance	$0.00

View Statement (PDF) – Click to view and print full pdf. Printing and attaching your statement(s) with your claim for reimbursement is helpful and recommended to verify all travel transactions are accounted for.

J.P.Morgan

JPMORGAN CHASE BANK NA
P.O. BOX 15918
MAIL SUITE DE1-1404
WILMINGTON DE 19850

MEMO STATEMENT
THIS IS NOT A BILL

ACCOUNT NUMBER XXXX-XXXX-XXXX[redacted]

STATEMENT DATE 09-22-25

NET CHARGES $489.06

[redacted]
SUNY POLYTECHNIC
100 SEYMOUR RD.
UTICA NY 13502-1311

** 0000000

FOR RECONCILIATION PURPOSES ONLY. DO NOT SEND PAYMENT.

NAME: [redacted]

CYCLE LIMIT: $7,500

ACCOUNTING CODE:

CARDHOLDER ACTIVITY

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description		Amount
08-27	08-25	24755425238172383790828	HIGH PEAKS RESORT 518-5234411 NY 32846792	ARRIVAL: 08-25-25	489.06
				Total Travel Activity	**489.06**

FOR CUSTOMER SERVICE CALL: 1-800-316-6056 FOR LOST/STOLEN CARDS CALL: 1-800-316-6056 FOR TTY/TDD SERVICE CALL: 1-800-955-8060	ACCOUNT NUMBER XXXX-XXXX-XXXX[redacted] STATEMENT DATE: 09/22/25	ACCOUNT SUMMARY	
		PURCHASES & OTHER CHARGES	489.06
		CASH ADVANCES	.00
		CREDITS	.00
SEND BILLING INQUIRIES TO: JPMORGAN CHASE BANK NA COMMERCIAL CARD SOLUTIONS P.O. BOX 2015 MAIL SUITE IL1-6225 ELGIN, IL 60121		CASH ADVANCE FEE	.00
		NET CHARGES	**$489.06**
		DISPUTE AMOUNT	.00

STEP 14:

Employee Report Of Travel Expenses and Claim For Payment

- This form is located on our website. Click here for fillable form
- This is a fillable form.
- Required fields are outlined in red.
- Our payment system is very detailed. Without the form completed to its entirety, we cannot process the claim.
- Employee ID field: found on paystub or in time & attendance portal. Do **NOT** provide your SSN.

*Red boxes reflect required fields

AC 132-S (Effective 02/26)

State of New York

EMPLOYEE REPORT OF TRAVEL EXPENSES AND CLAIM FOR PAYMENT

EXAMPLE

Agency Name: SUNY Polytechnic Institute		Business Unit/Department Code: SNY01/3320229	
Employee ID (Found on paystub or in time & attendance portal): N 01234567	Official Station Address: 100 Seymour Rd Utica NY	Official Station Zip: 13502	
Last Name: Suppa	First Name: Ashley	MI:	Suffix:
Home Address: 1234 Park Ave	City: Oneonta	State: NY	Zip: 13820
Business Purpose: NCAA Convention	Travel Description: Attendance required for all NCAA members, Washington D.C.		
Start Location Street Address (Example 123 Main St): 1234 Park Ave	Start Location Zip Code: 13820	Check if used: ■ Corp Card ☐ Advance ☐ Direct Bill	
Destination Location Street Address (Example 123 Main St): 250 Waterfront St	Destination Location Zip: 20745	Normal Work Hours: 8:30AM - 4:30PM	
Travel Start Date: 1/12/2026	Travel Start Time: 5:00PM	Travel End Date: 1/16/2026	Travel End Time: 7:00PM

1. Indicate All Travel Expenses (If more space is required in any section, use the associated detail form (number shown in parenthesis below))	Totals	2. Summary	Amount
Lodging: Hampton Inn & Suites National Harbor $239/night 3 nights	$956.00	A. Total Travel Expenses	$2405.74
Holiday Inn Express SYR Airport $122/night 1 night	$122.00	B. Subtract Amount Paid with Travel Advance	
Transportation (AC 3259-S): Airfare	$409.14	C. Subtract Amount Billed to Corp Card (AC 3256-S)	$1862.14
Uber	$100.00	D. Other Direct Bill to Agency (Specify)	
Meals (AC 3258-S): Overnight Per Diem 3 @ $ 92 each =	$356.00		
Additional Breakfast @ $ each + Additional Dinner 1 @ $ 12 each =	$12.00		
Day Trip Breakfast @ $ each + Day Trip Dinner @ $ each =			
		E. Other Adjustments (Specify)	
Mileage Claimed (AC 160-S): 108 @ 0.70 ¢ per mile =	$75.60		
Incidental Expenses – List (AC 3258-S)			
Conference Fee	$325.00		
Parking	$50.00		
Total Travel Expenses – Enter in Section 2 Line A	$2405.74	Total Amount Claimed	$543.60

Traveler's Certification

I hereby certify that the above account and attached schedules are just, true and correct, that no part thereof has been paid, except as stated therein, and that the balance therein stated is actually due and owing, and that the amounts claimed were necessary an incurred in the performance of my official duties.

Signature	Title	Date
SIGN HERE	Director of Athletics	2/1/2026

Supervisor's Certification (if required)

I, the claimant's supervisor, certify that this account has been examined and to the best of my knowledge and belief, the amounts claimed therein were necessary for the performance of the claimant's authorized official duties.

Signature of Supervisor	Title	Date
SIGN HERE	Interim VP of Student Affairs and DEIB	2/2/2026

FOR AGENCY USE ONLY

Account Number to Charge: 901210-01

STEP 15:

Digital Signature

What Is a Digital Signature?

A **digital signature**:

- Is **cryptographically secured** (uses a certificate)
- Can verify your **identity and intent**
- **Locks the document** to prevent further changes
- Meets **NYS/OSC** and many federal e-signature standards

How to Set Up Your Digital Signature in Adobe Acrobat Pro

Step 1: Open Adobe Acrobat Pro

- Open Adobe Acrobat Pro (not just Reader).
- Open any PDF you want to sign (or a blank document to test).

Step 2: Access the Certificates Tool

1. Click **"Tools"** in the top menu bar.
2. Select **"Certificates"**.
   - If it's not visible, type "Certificates" in the search bar and click **"Add"** to make it available.

Step 3: Set Up a Digital ID (Certificate)

When you apply a digital signature for the first time, Acrobat will prompt you to create or select a **Digital ID**.

If You Don't Have One:

1. Click **"Digitally Sign"** and draw the area on the PDF where the signature should go.
2. When prompted, click **"Configure New Digital ID"**.
3. Choose:
    - **"Create a new Digital ID"**.
    - **"Save to Windows Certificate Store"** *(recommended for business use)*
      OR **"Save to File"** (for backup or use on other machines).
4. Fill in your details:
    - Name
    - Organization
    - Email
    - Country
5. Click **Next**, then set a secure password (if saving to file).

Optional: If your IT department has issued you a certificate (e.g., a .pfx file), select **"Use a digital ID from a file"** and upload it here.

Step 4: Apply the Digital Signature

1. Go to **Tools > Certificates** and select **“Digitally Sign”**.
2. Use your cursor to draw a box where the signature should appear.
3. Select your **Digital ID** from the list.
4. Click **“Continue”**.
5. Review the signature preview, then click **“Sign”**.
6. You’ll be prompted to **save the signed version** of the PDF (this locks it to prevent edits).

Step 5: Verify and Share

- Your signature now includes a **timestamp, certificate, and identity** verification.
- The signed document is locked from editing.
- Anyone opening the PDF can click the signature to **view certificate details** and validate authenticity.

STEP 16:
Receipts

- Include **all fully itemized receipts** in your claim packet. This documentation serves as proof of purchase and is required for audit purposes.
- Any **travel expense charged to your travel card** must have an itemized receipt attached.
- Any **travel expense paid with personal funds** that you are seeking reimbursement for also requires an itemized receipt.

Lost or Missing Receipts

If you are unable to provide a receipt:

- First, **contact the vendor** (hotel, restaurant, etc.) to request a copy of the receipt.
- If a copy cannot be obtained, **provide a detailed list** of the items purchased and include this with your final claim packet.
    - For meal expenses, you may attach a **copy of the menu** and indicate which items were ordered.
- To help prevent missing receipts, it is **strongly recommended** that you take a **photo of each receipt** during your trip.
- From an audit perspective, it is essential to demonstrate that **due diligence** was taken to provide all necessary supporting documentation.

STEP 17:

Statement Of Meals Claimed Form

- This form is required for all international travel.
- Refer to U.S. Department of State I Foreign Per Diem Rates

AC3258-8 (Effective 1/12)

State of New York

STATEMENT OF MEALS CLAIMED

EXAMPLE

Submit with expense report – Use this form only when additional space is required to submit all necessary information

Name	Travel Start Date	Travel End Date
John Doe	9/13/24	9/21/24

Date	If claiming an additional meal		Description (e.g. "Additional Breakfast – Albany" or "Full Per Diem – Syracuse")	Amount Claimed
	Departure Time	Arrival Time		
9/13/24	1:00PM		Dinner \	
9/14/24		9:00PM	Breakfast / Unreceipted Lodging	$ 50.00
9/14/24	1:40PM		Dinner Rate New Delhi, India (80% of 125)	$ 100.00
9/15/24			Breakfast Rate New Delhi, India (20% of 125)	$ 25.00
9/15/24		3:40PM	Dinner Rate Kathmandu, Nepal (80% of $107)	$ 86.00
9/16/24			Breakfast Rate Kathmandu, Nepal (20% of $107)	$ 21.00
9/16/24			Dinner Rate Kathmandu, Nepal (80% of $107)	$ 86.00
9/17/24			Breakfast Rate Kathmandu, Nepal (20% of $107)	$ 21.00
9/17/24			Dinner Rate Kathmandu, Nepal (80% of $107)	$ 86.00
9/18/24			Breakfast Rate Kathmandu, Nepal (20% of $107)	$ 21.00
9/18/24			Dinner Rate Kathmandu, Nepal (80% of $107)	$ 86.00
9/19/24			Breakfast Rate Kathmandu, Nepal (20% of $107)	$ 21.00
9/19/24			Dinner Rate Kathmandu, Nepal (80% of $107)	$ 86.00
9/20/24	7:20PM		Breakfast Rate Kathmandu, Nepal (20% of $107)	$ 21.00
9/20/24			Dinner \	
9/21/24			Breakfast / Unreceipted Lodging	$ 50.00
			TOTAL MEALS CLAIMED:	$ 760.00

*Please note that you may be eligible for the $50 unreceipted lodging per diem when flying overnight.

STEP 18:
Personal Car Mileage

1. **Eligibility**

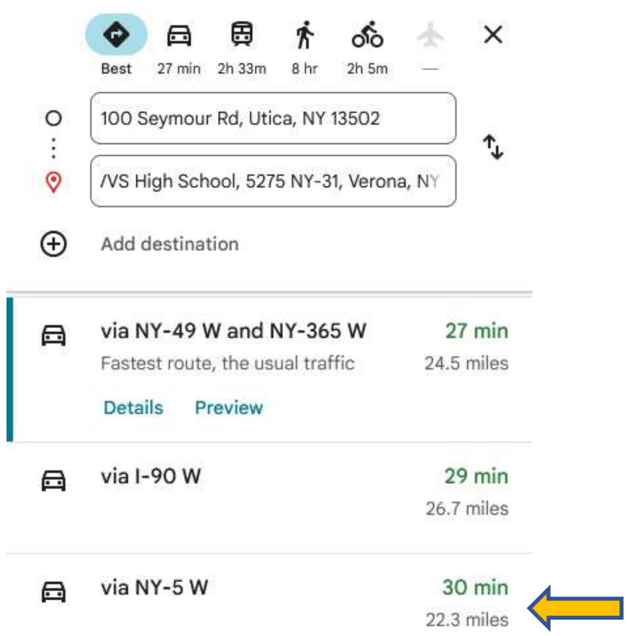
- If you used a personal vehicle and are in travel status, you are eligible to claim mileage.

2. **Required Form(s)**

- The **Statement of Automobile (SOA)** form is **always** required when claiming mileage. Click here for fillable form
- The **Rental Car Calculator** form is **only** required when mileage is 100 miles or more and within NYS. Click here for link

3. **Calculating Mileage**

- Use **Google Maps** to determine the **actual mileage** for your trip.
- If multiple mileage options are provided, use the **lesser mileage**. In the example below, you would use 22.3 miles. Always use the lowest mileage option, regardless of the route actually traveled.



4. **Entering Mileage**

- On the **SOA form**:
  - Enter the total actual mileage in the "Total Miles Claimed" field. Round up if applicable.
  - For trips under 100 miles, ensure the "Mileage Claimed" sum matches the "Total Miles Claimed" field.
- On the **Rental Car Calculator** (required for trips of 100 miles or more within NYS):
  - Enter the SOA "Total Miles Claimed" in the Calculator "Total Miles to be Traveled" field.
  - Cost of Gasoline per Gallon: Weekly Average Motor Gasoline Prices - NYSERDA
  - The yellow box labeled "#Miles to Claim on Expense Report", use the departure and return trip mileage amounts for the "Mileage Claimed" fields on the SOA form.

- On the **Claim form:**
  - The "Total Miles Claimed" amount will be used in the "Mileage Claimed" field and multiplied by the standard mileage allowance. Click here to view the current mileage rate

5. **Non-Reimbursable Expenses**

- Charges for gasoline, oil, accessories, repairs, depreciation, anti-freeze, towing, insurance, and other operational costs are **not allowed**. These are included in the mileage allowance.

Mileage is 100 miles or less - Rental Car Calculator is NOT required **EXAMPLE**

AC160-S (Effective 1/12)

State of New York

STATEMENT OF AUTOMOBILE TRAVEL

Submit with expense report

Name	Ashley Suppa	Travel Start Date	1/1/26	Travel End Date	1/1/26

Date	Between What Points		Actual Mileage	Mileage Claimed
	From	To		
1/1/26	100 Seymour Rd., Utica 13502	Central Valley Academy	16	16
1/1/26	Central Valley Academy	VVS High School	37.7	38
1/1/26	VVS High School	100 Seymour Rd., Utica 13502	22.6	23
		Total Actual Mileage:	76.3	
		Round Up:	77	
Total Miles Claimed	(Report on AC132-S or AC3257-S under Mileage)			77

Mileage is 101 miles or more and starts/within NYS the Rental Car Calculator is required EXAMPLE

AC160-S (Effective 1/12)

State of New York

STATEMENT OF AUTOMOBILE TRAVEL

Submit with expense report

Name	Ashley Suppa	Travel Start Date	1/1/26	Travel End Date	1/9/26

Date	Between What Points		Actual Mileage	Mileage Claimed
	From	To		
1/1/26	100 Seymour Rd., Utica 13502	800 Albany Shaker Rd 12211	94.4	68
1/9/26	800 Albany Shaker Rd 12211	100 Seymour Rd, Utica 13502	94.4	68
		Total Actual Mileage:	188.8	
		Round up:	189	
Total Miles Claimed (Report on AC132-S or AC3257-S under Mileage)				136

NEW YORK STATE | Office of General Services
Procurement Services

National Car Rental

Personal Car at Rental Rate Calculator

Enterprise/National

enterprise rent-a-car

Rates* as of: 02-01-2026

** Mileage reimbursement rate prior to 1/1/2026 also available below.*

Input Variables	
Total Miles to be Traveled	189
Location where the rental was made	All Other Locations
Size of Vehicle	Compact
Daily, Weekly or Monthly rental	Daily
Total Days, Weeks or Months in Rental	2
# of Miles to Rental Agency (roundtrip)	0
Cost of Gasoline per Gallon	$2.98
Car Rental Price	$40.00
Mileage Reimbursement Rate	$0.725
Rental Car Gas Mileage (MPG)	30

Click the cell to select your location from a drop down menu.

Click the cell to select the size of your rental from a drop down menu.

Click the cell to select the term of rental – Daily, Weekly or Monthly.

$$ Price/Gallon – Change Amount Based on Area Traveled.

Mileage Reimbursement Rate: On or After 2/1/2026 use: $0.725

Calculated Results		
Lowest cost highlighted in yellow.		
Own Car Cost	$	137.03
Rental Car Cost	$	98.77
Rental	$	80.00
Refueling		18.77
Mileage to rental agency		-
	$	98.77

# Miles to Claim on Expense Report to equal the cost of a rental:	
Departure:	68
Return Trip:	68

Instructions: When it is cheaper to rent a car but you would prefer to use your own vehicle, you must adjust the mileage claimed on your expense report to be equivalent to the cost of a rental. This form will use the variables you enter to calculate how many miles you must claim (roundtrip) to equal the cost of a rental vehicle.

Link to Enterprise online renting for government employees

Link To AAA Daily Fuel Gauge Report - Areas Fuel Prices

Personal Car Use Travel Voucher Justification

Complete the fields in brackets and copy this into the Comments/Justification of the travel voucher:

Personal Car Use Travel Voucher Justification	
Despite a rental being the lowest cost option from my trip on <**insert date**>:	1/1/2026
I chose to use my personal vehicle for convenience. The actual length of the trip was <**insert miles**> miles:	189
I have adjusted the mileage on the voucher to give a reimbursement equivalent to the cost of renting a car per the OER calculator.	

NET CARD

(NON-EMPLOYEE TRAVEL CARD)

Faculty Candidate Travel

The hiring department is to submit a Travel Authorization form and agenda with estimated* expenses and candidate resume for Provost's approval. Once approved by the Provost's Office, the hiring department and travel@sunypoly.edu should receive the approved travel authorization. The hiring department may then proceed with facilitating all travel arrangements for the candidate.

Airfare – reasonable (coach) airfare will be booked by Stovroff and Taylor Travel and charged to SUNY Polytechnic.

Rental Car – compact or standard rental cars will be booked by Stovroff and Taylor Travel and direct billed to SUNY Polytechnic. Enterprise-Rent-A Car or Hertz must be used. If a rental vehicle is not available from Enterprise or Hertz, then the candidate must pay for the rental and submit for reimbursement.

Airfare and Car Rental Reservations – once the Travel Authorization is approved, the hiring department can proceed to work with the candidate to book the arrangements or notify the candidate to contact Stovroff and Taylor and book the arrangements as a guest of SUNY Polytechnic Institute. The Business Office will email Stovroff and Taylor Travel and copy the hiring department authorizing the travel arrangements, once the flights have been identified.

Travel Agency Name	Stovroff and Taylor Travel (STT)
Travel Office Hours	9:00am – 5:00 pm EST
Reservation Phone Number	1-800-543-8616 or 716-631-4022 option1
Online Booking Tool	www.concursolutions.com
Online Tech Support 9:00am–5:00pm	onlinehelp@stovrofftaylortravel.com
E-Mail Reservations	reservations@stovrofftaylortravel.com
Emergency/After Hours Number	1-800-543-8616 or 716-631-4022 option1

* Estimates for airfare and rental car can be obtained by contacting Stovroff and Taylor Travel, advise the agent that you requesting estimates for guest travel.

Hotels – hiring department will contact local hotel to make reservation for a room within per diem (currently $110.00/night) and request that the room be direct billed to SUNY Poly. Please book using emails listed below. The front desk may not always provide the State rate. Direct bill is set up with:

1. Delta Hotels by Marriott

   200 Genesee St

   Utica, NY 13502

   Phone # 315 797-8010

   Email: Kevin.Bartlett@marriott.com & cc: Lee.Arthur@marriott.com & travel@sunypoly.edu

2. DoubleTree by Hilton

   102 Lafayette St

   Utica, NY 13502

   Phone # 315 724-7829 (select 0 for operator instead of reservations option)

   Email: anne-marierendell@visionshotels.com & cc: travel@sunypoly.edu

Meals – search committee meals with candidate will be limited to candidate and up to 3 search committee members for a maximum of $14 each plus tip for either breakfast and $54.00 each plus tip for dinner. Meals provided by Aramark can be direct billed to the Business Office by completing an Aramark Charge form and presenting it to Aramark when dining. Reimbursement for meals off campus must follow meal reimbursement policy https://sunypoly.edu/business-affairs/accounts-payable.html. When submitting requisitions for the reimbursement of meal expenses incurred, you must include the following information:

1. The purpose and necessity of the meeting.
2. The location of the meeting.

3. The number of participants including names, titles and their relationship to the business being conducted.

4. A detailed receipt, including food and beverages served. Reimbursement for alcohol or tax is not permitted.

If proper documentation is not submitted, reimbursement may not be processed.

Please record Tax Exempt # 14740026K on the Tax Exemption Certificate.

*Note if dining at Iconic @ DoubleTree Utica, email doubletreehotelutica@gmail.com in advance of dining there to ensure the staff is aware of an incoming tax exempt dine-in (with our search committee & candidate)

Candidate Reimbursement – after the interview the hiring department will ask the candidate to complete a Claim For Travel Reimbursement By A Non-Employee for all reimbursable expenses (mileage, parking, meals not provided). The completed claim form along with receipts and agenda should be submitted to the Dean for approval and then forwarded to travel@sunypoly.edu for processing.

*SUNY procedures only allow reimbursement of travel expenses to persons residing more than 50 miles from the interview site.

Funding – candidate travel and interview expenses will be paid from the Provost Office account 860710-04.

Student Travel

The student/department is to submit a Travel Authorization form and the Student Travel Waiver.pdf with estimated* expenses for approval. Once necessary approvals are made, travel@sunypoly.edu should receive the approved travel authorization and Student Travel Waiver. The student/department may then proceed with facilitating all travel arrangements.

*Please refer to Step 4, page 11 in the Travel Card section to reference the full details on how to complete the Travel Authorization and follow the next several steps for the full breakdown of what steps and forms are necessary prior to travel, booking, during, and after travel.

Conference Registration – Payment options:

- Pay out of pocket, then claim for reimbursement after traveling
- Travel Office corporate NET Card
- Department P-card
- Submit to Procurement a Purchase Requisition and registration details.

Lodging – booked with the hotel directly or through Stovroff & Taylor. **Do not** book through third party sites.

Airfare – reasonable (coach) airfare will be booked by Stovroff and Taylor Travel and charged to SUNY Polytechnic.

Rental Car – compact or standard rental cars will be booked by Stovroff and Taylor Travel and direct billed to SUNY Polytechnic. Enterprise-Rent-A Car or Hertz must be used. If a rental vehicle is not available from Enterprise or Hertz, then the candidate must pay for the rental and submit for reimbursement. Must be 18 years of age or older to rent a vehicle.

Reservations through S&T – once the Travel Authorization is approved, the student/department can contact Stovroff and Taylor to book as a guest of SUNY Polytechnic Institute. The Business Office will email Stovroff and Taylor Travel and copy the student/department authorizing the travel arrangements, once the reservations have been identified.

Travel Agency Name	Stovroff and Taylor Travel (STT)
Travel Office Hours	9:00am – 5:00 pm EST
Reservation Phone Number	1-800-543-8616 or 716-631-4022 option1
Online Booking Tool	www.concursolutions.com
Online Tech Support 9:00am–5:00pm	onlinehelp@stovrofftaylortravel.com
E-Mail Reservations	reservations@stovrofftaylortravel.com
Emergency/After Hours Number	1-800-543-8616 or 716-631-4022 option1

* Estimates for airfare and rental car can be obtained by contacting Stovroff and Taylor Travel, advise the agent that you requesting estimates for guest travel.

Athletics Team Travel

NET Credit Card Application - Contact travel@sunypoly.edu to obtain an application.

Assistant Coaches are eligible to apply for a card as long as: they are on payroll, have a N#, and Supervisor/Director approves.

Reference Step 2, page 4 in the Travel card manual section for a breakdown on the JP Morgan online application link.

Reference page 13 and on for step-by-step guidelines on forms and requirements that may be applicable prior to traveling, booking, during, and after travel.

Meals – the rates of $26/full day **or** $16/single meal was approved by the IAB and President Wole Soboyejo, effective date 8/21/2025. This is subject to change with IAB and Presidential approval.

Intercollegiate Athletics Team Meal Statement – complete this Athletics form to its entirety and be sure the athletes print **and** sign their name. An alternative to using this form can be using a copy of the team roster, crossing off anyone that did not attend that event, and having the athlete sign next to their name.

Receipts

- final **itemized** receipts are required with the claim form and roster/meal statement.
- In the event that you do not have a receipt, you will need to contact the establishment to obtain a copy.
- If the establishment cannot provide an itemized receipt, you will need to submit full details as to what was purchased. An alternative option for meal receipts: individuals in the past have also provided a copy of the menu and circled what was purchased.

*Refer to the Travel Card section, Step 12, page 37, for full breakdown on logging into your JP Morgan Portal to view and verify your monthly statements.

Athletic Recruits Visiting Campus

Lodging

- Reference gsa.gov for the current local per diem rates.
- Book directly with hotel. Do not use third party sites.
- Request state rate.
- Provide the Hotel Tax Exemption Certificate
- Reference the Travel card section, Step 5, page 13, if Exceed Lodging form is necessary.
- Recruit should be placing a personal card on file for any incidental expenses that may get charged to the room/stay. We **only** cover the room expense.
- Will need final itemized receipt received at check out.

Transportation – reference the Travel card section, Step 8, page 19, for a full breakdown on transportation guidelines.

Meals

- Day Trip – refer to Step 10, page 32 in the Travel card section.
- Overnight Trip – refer to Step 10, page 26 in the Travel card section.
- Need to provide full name of who visited campus (recruit, parent(s)/guardian(s), coach).
- How they are affiliated with SUNY Poly/Athlete.
- Itemized meal receipts.

*Refer to the Travel Card section, Step 13, page 38, for full breakdown on logging into your JP Morgan Portal to view and verify your monthly statements.

FORMS

SUNY POLYTECHNIC INSTITUTE

Travel Authorization and Out-of-State Approval Form

Traveler's Name: ______________________ ☐-Faculty ☐-Dean ☐-Staff ☐-Student

Department: ______________________ ☐-Non-Employee

Conference: ______________________

Destination: ______________________ Dates of Travel: ______________

Purpose of Travel:

Estimate of Expenses:

Notes:

Airfare	$ ________
Other Transportation-please specify	$ ________
Lodging (rate per night x number of nights)*	$ ________
Meals (rate per day x number of days)*	$ ________
Conference Fee	$ ________
Other-please specify	$ ________
Total	$ ________

Signature of Traveler: ______________________ Date: ______________

* Meals and lodging per diem rates can be found at www.gsa.gov. If actual lodging rate exceeds allowable per diem then Request to Exceed Maximum Lodging Rates Form must be submitted for approval prior to travel.

**Attach copies of programs, brochures, agendas, accommodations, transportation, etc.

*** Request and supporting documents must be submitted prior to travel.

Dept. Head/Supervisor or Account Signatory Approval: ______________ Date: ________ Account #: ______________ Amount Approved: ______________ If Faculty Member, Date of Most Recent Annual Report: ______________	Area VP/Provost Approval: ______________ Date: ______________ President's Approval: (Out-of-State Travel Only): ______________ Date: ______________

Office Use Only: Encumbrance #: ______________ Date: ________

AC 132-S (Effective 02/25)

State of New York

EMPLOYEE REPORT OF TRAVEL EXPENSES AND CLAIM FOR PAYMENT

Agency Name SUNY Polytechnic Institute			Business Unit/Department Code SNY01/3320229	
Employee ID (Found on paystub or in time & attendance portal) N	Official Station Address		Official Station Zip	
Last Name	First Name		MI	Suffix
Home Address	City		State	Zip
Business Purpose	Travel Description			
Start Location Street Address Example 123 Main St	Start Location Zip Code		Check if used: ☐ Corp Card ☐ Advance ☐ Direct Bill	
Destination Location Street Address Example 123 Main St	Destination Location Zip		Normal Work Hours	
Travel Start Date	Travel Start Time	Travel End Date	Travel End Time	

1. Indicate All Travel Expenses — If more space is required in any section, use the associated detail form (number shown in parenthesis below)	Totals	2. Summary	Amount
Lodging		A. Total Travel Expenses	
		B. Subtract Amount Paid with Travel Advance	
Transportation (AC 3259-S)		C. Subtract Amount Billed to Corp Card (AC 3256-S)	
		D. Other Direct Bill to Agency (Specify)	
Meals (AC 3258-S) Overnight Per Diem @ $ each =			
Additional Breakfast @ $ each + Additional Dinner @ $ each =			
Day Trip Breakfast @ $ each + Day Trip Dinner @ $ each =			
		E. Other Adjustments (Specify)	
Mileage Claimed (AC 160-S) @ ¢ per mile =			
Incidental Expenses – List (AC 3258-S)			
Total Travel Expenses – Enter in Section 2 Line A		Total Amount Claimed	

Traveler's Certification

I hereby certify that the above account and attached schedules are just, true and correct, that no part thereof has been paid, except as stated therein, and that the balance therein stated is actually due and owing, and that the amounts claimed were necessary an incurred in the performance of my official duties.

Signature Title Date

Supervisor's Certification (if required)

I, the claimant's supervisor, certify that this account has been examined and to the best of my knowledge and belief, the amounts claimed therein were necessary for the performance of the claimant's authorized official duties.

Signature of Supervisor Title Date

FOR AGENCY USE ONLY	Account Number to Charge:

AC3257-S (Effective 1/12)

State of New York

CLAIM FOR TRAVEL REIMBURSEMENT BY A NON-EMPLOYEE

Agency traveled for			
Vendor ID	Vendor Name		
Last Name	First Name	MI	Suffix
Address			
City	State	Zip	
Business Purpose	Travel Destination		
Travel Start Date and Time	Travel End Date and Time		
Travel Description			

Indicate All Expenses – If more space is required in any section, use the associated detail form (number shown in parentheses below)	**Totals**
Lodging	
Transportation (AC3259-S)	
Meals (AC3258-S)	
Mileage Claimed (AC160-S) miles @ ¢ per mile =	
Incidental Expenses – List (AC3259-S)	
Total Amount Claimed	

Vendor's Certification

I certify that the above bill is just, true and correct; that no part thereof has been paid except as stated and that the balance is actually due and owing, and that taxes from which the State is exempt are excluded.

Signature | Title | Date

AC3258-S (Effective 1/12)

State of New York

STATEMENT OF MEALS CLAIMED

Submit with expense report – Use this form only when additional space is required to submit all necessary information

Name	Travel Start Date	Travel End Date

Date	If claiming an additional meal		Description	Amount Claimed
	Departure Time	Arrival Time	(e.g. "Additional Breakfast – Albany" or "Full Per Diem – Syracuse")	

NEW YORK STATE | Office of General Services
Procurement Services

Personal Car at Rental Rate Calculator

Enterprise/National

National Car Rental

enterprise rent-a-car

Rates* as of: 02-01-2026

** Mileage reimbursement rate prior to 1/1/2026 also available below.*

Input Variables	
Total Miles to be Traveled	
Location where the rental was made	All Other Locations
Size of Vehicle	Compact
Daily, Weekly or Monthly rental	Daily
Total Days, Weeks or Months in Rental	1
# of Miles to Rental Agency (roundtrip)	10
Cost of Gasoline per Gallon	$0.00
Car Rental Price	$40.00
Mileage Reimbursement Rate	$0.725
Rental Car Gas Mileage (MPG)	30

Click the cell to select your location from a drop down menu.

Click the cell to select the size of your rental from a drop down menu.

Click the cell to select the term of rental - Daily, Weekly or Monthly.

$$ Price/Gallon - Change Amount Based on Area Traveled.

Mileage Reimbursement Rate:
On or After 2/1/2026 use: $0.725
Prior to 1/1/2026 use $0.70

Calculated Results		
Lowest cost highlighted in yellow.		
Own Car Cost	$	-
Rental Car Cost	$	47.25
Rental	$	40.00
Refueling		-
Mileage to rental agency		7.25
	$	47.25

Instructions: When it is cheaper to rent a car but you would prefer to use your own vehicle, you must adjust the mileage claimed on your expense report to be equivalent to the cost of a rental. This form will use the variables you enter to calculate how many miles you must claim (roundtrip) to equal the cost of a rental vehicle.

Link to Enterprise online renting for government employees

Link To AAA Daily Fuel Gauge Report - Areas Fuel Prices

# Miles to Claim on Expense Report (to equal the cost of a rental:)	
Departure:	0
Return Trip:	0

Personal Car Use Travel Voucher Justification

Complete the fields in brackets and copy this into the Comments/Justification of the travel voucher:

Personal Car Use Travel Voucher Justification	
Despite a rental being the lowest cost option from my trip on <**insert date**>:	00/00/2026
I chose to use my personal vehicle for convenience. The actual length of the trip was <**insert miles**> miles:	0
I have adjusted the mileage on the voucher to give a reimbursement equivalent to the cost of renting a car per the OER calculator.	

NEW YORK STATE | Office of General Services
Procurement Services

Hertz

Personal Car at Rental Rate Calculator
Hertz

Rates* as of: 01-01-2026

* Mileage reimbursement rate prior to 1/1/2026 also available below.

Input Variables	
Total Miles to be Traveled	102
Location where the rental was made	Albany
Size of Vehicle	Compact
Daily, Weekly or Monthly rental	Daily
Total Days, Weeks or Months in Rental	1
# of Miles to Rental Agency (roundtrip)	0
Cost of Gasoline per Gallon	$0.00
Car Rental Price	$35.75
Mileage Reimbursement Rate	$0.725
Rental Car Gas Mileage (MPG)	30

Click the cell to select your location from a drop down menu.

Click the cell to select the size of your rental from a drop down menu.

Click the cell to select the term of rental - Daily, Weekly or Monthly.

$$ Price/Gallon
Change Amount Based on Area Traveled.

Mileage Reimbursement Rate:
On or After 1/1/2026 use $0.725
Prior to 1/1/2026 use: use: $0.70

Calculated Results: Lowest cost highlighted in yellow.		
Own Car Cost	$	73.95
Rental Car Cost	$	35.75
Rental	$	35.75
Refueling		-
Mileage to rental agency		-
	$	35.75

Instructions: **When it is cheaper to rent a car but you would prefer to use your own vehicle, you must adjust the mileage claimed on your expense report to be equivalent to the cost of a rental. This form will use the variables you enter to calculate how many miles you must claim (roundtrip) to equal the cost of a rental vehicle.**

# Miles to Claim on Exp. Report to equal the cost of a rental:	
Departure:	26
Return Trip:	25

HERTZ WEBSITE

Link To AAA Daily Fuel Gauge Report - Areas Fuel Prices

Personal Car Use Travel Voucher Justification

Complete the fields in brackets and copy this into the Comments/Justification of the travel voucher:

Personal Car Use Travel Voucher Justification	
Despite a rental being the lowest cost option from my trip on <**insert date**>:	00/00/2026
I chose to use my personal vehicle for convenience. The actual length of the trip was <**insert miles**> miles:	0

I have adjusted the mileage on the voucher to give a reimbursement equivalent to the cost of renting a car per the OER calculator.

SUNY POLYTECHNIC INSTITUTE

Request to Exceed Maximum Lodging Rates Including Conference Site Hotels

Traveler's Name: ____

Destination: ________________________ Dates of Travel: _______-_______

Purpose of Travel: ____

Lodging Rate:______________Per Diem Rate for Destination: ____________

Provide a justification for exceeding the maximum federal lodging per diem rates:

Traveler's Signature:______________________Date: _______________

Department:_________________________Account Number:____________

Supervisor's Signature:_____________________Date: ______________

______ Approved ________Denied

Campus Financial Officer: _____________________ Date: ____________
Business Office

Comments:

Travelers must obtain prior approval to exceed the maximum federal lodging rate (conference site hotels included). Maximum lodging per diem rates can be found at www.gsa.gov.

Travelers will be held liable if approved lodging rate is exceeded.

AC160-S (Effective 1/12)

State
of
New York

STATEMENT OF AUTOMOBILE TRAVEL

Submit with expense report

Name	Travel Start Date	Travel End Date

Date	Between What Points		Actual Mileage	Mileage Claimed
	From	To		
Total Miles Claimed (Report on AC132-S or AC3257-S under Mileage)				

NEW YORK STATE

Department of Taxation and Finance

New York State and Local Sales and Use Tax

Exemption Certificate

Tax on occupancy of hotel or motel rooms

ST-129 (2/18)

This form may only be used by government employees of the United States, New York State, or political subdivisions of New York State.

Name of hotel or motel				Dates of occupancy From: To:
Address *(number and street)*	City	State	ZIP code	Country

Certification: I certify that I am an employee of the department, agency, or instrumentality of New York State, the United States government, or the political subdivision of New York State indicated below; that the charges for the occupancy of the above business on the dates listed have been or will be paid for by that governmental entity; and that these charges are incurred in the performance of my official duties as an employee of that governmental entity. I certify that the above statements are true, complete, and correct, and that no material information has been omitted. I make these statements and issue this exemption certificate with the knowledge that this document provides evidence that state and local sales or use taxes do not apply to a transaction or transactions for which I tendered this document, and that willfully issuing this document with the intent to evade any such tax may constitute a felony or other crime under New York State Law, punishable by a substantial fine and a possible jail sentence. I understand that the vendor is a trustee for, and on account of, New York State and any locality with respect to any state or local sales or use tax the vendor is required to collect from me; that the vendor is required to collect such taxes from me unless I properly furnish this certificate to the vendor; and that the vendor must retain this certificate and make it available to the Tax Department upon request. I also understand that the Tax Department is authorized to investigate the validity of tax exemptions claimed and the accuracy of any information entered on this document.

Governmental entity *(federal, state, or local)*		Agency, department, or division	
Employee name *(print or type)*	Employee title	Employee signature	Date prepared

Instructions

Who may use this certificate

If you are an employee of an entity of New York State or the United States government and you are on official New York State or federal government business and staying in a hotel or motel, you may use this form to certify the exemption from paying state-administered New York State and local sales taxes (including the $1.50 hotel unit fee in New York City).

New York State governmental entities include any of its agencies, instrumentalities, public corporations, or political subdivisions.

Agencies and instrumentalities include any authority, commission, or independent board created by an act of the New York State Legislature for a public purpose. Examples include:

- New York State Department of Taxation and Finance
- New York State Department of Education

Public corporations include municipal, district, or public benefit corporations chartered by the New York State Legislature for a public purpose or in accordance with an agreement or compact with another state. Examples include:

- Empire State Development Corporation
- New York State Canal Corporation
- Industrial Development Agencies and Authorities

Political subdivisions include counties, cities, towns, villages, and school districts.

The United States of America and its agencies and instrumentalities are also exempt from paying New York State sales tax. Examples include:

- United States Department of State
- Internal Revenue Service

Other states of the United States and their agencies and political subdivisions **do not** qualify for sales tax exemption. Examples include:

- the city of Boston
- the state of Vermont

To the government representative or employee renting the room

Complete all information requested on the form. Give the completed Form ST-129 to the operator of the hotel or motel upon check in or when you are checking out. You must also provide the operator with proper identification. Sign and date the exemption certificate. You may pay your bill with cash, a personal check or credit/debit card, or a government-issued voucher or credit card.

Note: If you stay at more than one location while on official business, you must complete an exemption certificate for each location. If you are in a group traveling on official business, each person must complete a separate exemption certificate and give it to the hotel or motel operator.

To the hotel or motel operator

Keep the completed Form ST-129 as evidence of exempt occupancy by New York State and federal government employees who are on official business and staying at your place of business. The certificate should be presented to you when the occupant checks in or upon checkout. The certificate must be presented no later than 90 days after the last day of the first period of occupancy. If you accept this certificate after 90 days, you have the burden of proving the occupancy was exempt. You must keep this certificate for at least three years after the later of:

- the due date of the last sales tax return to which this exemption certificate applies; or
- the date when you filed the return.

This exemption certificate is valid if the government employee is paying with one of the following:

- cash
- personal check or credit/debit card
- government-issued voucher or credit card

Do not accept this certificate unless the employee presenting it shows appropriate and satisfactory identification.

Note: New York State and the United States government are not subject to locally imposed and administered hotel occupancy taxes, also known as *local bed taxes*.

Substantial penalties will result from misuse of this certificate.

SUNY Polytechnic Institute Travel Card

Application/Acknowledgement

Your use of the New York State JP Morgan Chase Travel Card is subject to the following terms and conditions:

1. You are being entrusted with a valuable tool - a NYS JP Morgan Chase Travel Card. The travel card is to be used for the cardholder's state business travel expenses only. Because you will be making a financial commitment on behalf of the State, you must strive to obtain the best value for the State by following established travel policies.

2. All charges made to your credit card will be posted to a central bill by JP Morgan Chase and sent to your agency's Card Program Administrator or designee for payment. You will not receive a bill from JP Morgan Chase (although you are encouraged to view your monthly statement of charges online to identify inaccuracies or fraudulent charges and address them timely). It is important that you submit your expense report promptly for all charges to be reconciled. All transactions charged to a State Travel Card must be reconciled within 30 days of the travel event. Failure to reconcile transactions in a timely manner may result in revocation of your State credit card.

3. You may only use the travel card to pay for your state business travel expenses when you are on official State business. You may not use this credit card for personal charges. Your agency and the Office of the State Comptroller will audit the use of your card and take appropriate action on any discrepancies or unauthorized charges. Any evidence that your card has been used fraudulently will require an investigation, after which disciplinary action may result. Fraudulent use may also result in criminal prosecution. For Travel card guidelines, please review the following link https://www.osc.state.ny.us/files/state-agencies/travel/pdf/agencies-travel-manual-attachment.pdf.

4. Your Agency will establish spending limits for cardholders. You are responsible for knowing your limits and not exceeding them without approval. In addition, certain purchases from merchants or vendors outside the scope of authorized program guidelines may be blocked by the card.

5. NYS JP Morgan Chase Travel Cards are the property of New York State. You must destroy and cancel your card with JP Morgan immediately upon request or upon termination of employment or retirement. Should there be any change in your employment status you must return this card and arrange to have a new card issued, if necessary.

6. If this credit card is lost or stolen, you must notify your agency's Card Program Administrator and JP Morgan Chase immediately. Review of recent transactions within the last 30 days is required to identify any fraudulent charges and appropriate action can be taken.

7. You must comply with any changes to the terms and conditions or policies and procedures concerning use of this credit card.

8. You must certify, by signing your name below, that you are not listed on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons (SDN) list.

Employee Name ______________________________ Phone # ____________________

Signature ______________________________ Date ____________________

Business Address 100 Seymour Rd, Utica, NY 13502

Signature of Supervisor ______________________________ Date ____________________