

Non-Employee Travel (NET) Card Program

A Net card is an individualized (embossed) card that will be used for non-employee state travel expenses only. The card must be embossed with the name of the state employee responsible for reconciling the card. Some of the uses for this type of card include:

- . Student travel expenses (including athletic team travel)
- . Travel for potential candidate for employment.
- . Travel for legal purposes (witness at a trial).
- . Travel for non-employees that support the hospital (MedBest and RF employees) traveling under state funds only.

NET Card Usage

This JP Morgan Non-Employee Travel Card Program (NET Card) is intended to reduce the amount students and visitors pay out-of-pocket for expenses when traveling on behalf of the State. **The Net Card program is a privilege and will be monitored by the Travel/NET Card Administrator to ensure all purchases meet approved guidelines.** You are being entrusted with a valuable tool – the NET Card – which is to be used for **non-employee** business travel expenses only when the traveler is in **“Travel Status”**. Travel status is defined as follows; when employees travel on assignment to a work location more than 35 miles from both their official station and/or their home, they are considered in travel status. Use of the card creates a financial commitment on behalf of SUNY Upstate University; therefore, you must strive to obtain the best value for SUNY Upstate University by following established travel policies and guidelines as appropriate.

The NET Card cannot be used for state employee travel expenses.

Your use of the NET Card is subject to the rules and guidelines of the Office of the State Controller, Office of General Services and SUNY Upstate University.

Allowable Uses

- . Transportation, such as rental car, airfare, train
- . Lodging
- . Registration/Conference Fees
- . Parking
- . Fuel for rental car.
- . Telephone/Internet Charges (related to official State business)
- . Candidate meals and recruitment meals

Non-Allowable Uses

- . Fuel for personal vehicle.
- . Food expenses for staff meetings and retreats
- . Personal use of any kind
- . Alcoholic beverages
- . Incidentals on hotel bill (gym/spa charges, movie rentals, laundry)
- . Cash advances.
- . Gift Cards

NET Card privileges may be revoked for cardholders who utilize the card for unapproved expenditures.

Reconciling NET Card

All charges on the NET Card **must** be supported by a NET Travel Card Log.

- . The NET Card billing period ends around the 5th of each month.
- . Original receipts for all items charged on the NET Card must be submitted to the Travel Office with the corresponding Travel Card Log and the JP Morgan NET Card Statement before the end of the next NET Card billing cycle (ex. Employees will receive a bill on March 6th with charges to be reconciled by April 6th).
- . Repeated offenses of missing receipts may result in your card privileges being revoked.
- . As part of the monthly reconciliation, any charges that are unable to be offset against OSC/SUNY allowable costs/expenses must be paid back to SUNY Upstate via a check.

Misuse or Abuse of the Net Card

The term “misuse or abuse” means the use of the NET Card outside the employee’s authorized parameters (e.g., charges more than the permitted limit; purchases of items of a type other than those allowed). Depending on the severity of the violation, the following action may be taken:

1st Offense: Both the cardholder and the cardholder’s supervisor will be notified of the infraction. The cardholder will be advised to use the card for official purposes only, and within the parameters established by NYS and JP Morgan Visa. The cardholder will be personally responsible for reimbursing the state for unauthorized purchases.

2nd Offense: All NET Card privileges will be suspended for a period of three months. The cardholder’s supervisor and the Associate Vice President for Finance and Administer/Comptroller will be notified of this violation and subsequent suspension of privileges. At the end of the three-month period, the cardholder’s supervisor may elect to reinstate the cardholder’s privileges, with the approval of the Travel Card Administrator. The cardholder will be personally responsible for reimbursing the state for any unauthorized purchase.

3rd Offense: Use of the NET card will be suspended permanently. The cardholder will be personally responsible for reimbursing the state for any unauthorized purchases.

Note: Departments may implement further departmental disciplinary action.

Fraudulent Use of the NET Card

The term “fraudulent use” means the use of the NET Card with a deliberately planned purpose and intent to deceive and thereby gain a wrongful advantage for oneself or anyone else other than the State of New York.

The following action will be taken in the event of fraud:

- . Immediate suspension of card privileges.
- . Removal of cardholder’s purchasing authority.
- . Mandate employee reimbursement to the state.

Note: Departments may implement further departmental disciplinary action.

Net Card Application Link: [New NET ‘One Card’ Application](#)