

**NEW YORK STATE – The Gold Card  
TRAVEL CARD GUIDANCE  
(State or IFR Funds ONLY)**

**Allowable use of the Travel Card includes costs for:**

- Athletic recruiting trips
- Commercial transportation
- Rental vehicle
- Lodging
- Meals (as detailed below)
- Registration/Conference fees
- Taxis/Parking
- Subway
- Fuel (in Rental Vehicle **ONLY**)
- Visa
- Historical/Cultural Site/Museum
- Miscellaneous expenses while in a travel status
  - Telephone Charges (related to official State business)
  - Unanticipated work supplies

**The Travel Card should **NOT** be used for:**

- Athletic team travel
- Fuel for personal vehicle
- Food or expenses for staff meetings and retreats
- Personal use of any kind
- Alcoholic beverages
- Incidentals on hotel bill (gym/spa charges, and movie rentals)
- Cash advances
- Valet Parking
- Student Government Association Activity
- Any individuals travel other than the cardholder

**Purchasing Meals with the Travel Card:**

If cardholders choose to use the Travel Card to pay for meals, the allowance for meals, including gratuities shall be limited to **actual** cost up to the maximum **Per Diem meal allowance**. An itemized receipt for meal purchases is **required**. Alcoholic beverages **cannot** be paid with the Travel Card.

**Claiming Meal Per Diem on Travel Voucher:**

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. If the traveler is opting to claim reimbursement at the full meal Per Diem meal allowance, then the Travel Card may not be used to purchase food and beverages.

**Reconciling and Reporting:**

- All charges on the Travel Card **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](http://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 Travel Card need to be submitted upon receipt of the Travel Credit Card Statement. If reimbursement is required, a corresponding Travel Voucher with copies of receipts may be required. All documentation must be sent to the Office of Business Affairs, **one (1) week** from return of trip.

**Separation from the Campus:**

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