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Travel Card Changes – IMPORTANT!

EFFECTIVE IMMEDIATELY... The New York State Office of General Services has eliminated the use of the centralized travel card previously used to purchase air and train fare. To assist with this change and to best serve our travelers within the new state guidelines, we are offering the following for the purchase of air and/or train fare:

Travelers booking air and/or train fares will purchase tickets using their personal finances (e.g. credit card, debit card, etc.) and seek reimbursement. If necessary, reimbursement for air or train fares can take place prior to the travel by submitting a Purchase Requisition with the itinerary and a receipt that includes verification of payment made. For questions, contact Terri Thomas in the Procurement and Travel Office at ext. 2555.

Billing Rental Cars to the College Directly

- Make your reservation and note confirmation number.
- Complete a Purchase Requisition and be sure to include the name of the traveler, dates of rental and the confirmation number.
- Send Purchase Requisition to Procurement & Travel, 218 Netzer
- **NEW REQUIREMENT:** Send the receipt to Procurement & Travel when travel is complete.



Did you Know?

To obtain a copy of your Hertz receipt visit Hertz.com and follow "Find a Receipt". You will need your drivers' license number.

Hertz Gold Membership Allows Rentals to be Delivered to Campus

SUNY Oneonta Employees may become Hertz Gold Members with no fee. The gold membership lets you choose to have a Hertz rental car brought to campus for pick-up. The car is delivered to the UPD lot, and the keys and rental agreement are left with the UPD window officer. You must use your own credit card to sign-up for membership (You can still request direct billing to the college). You must go to the Hertz Office the first time you rent as a Gold Member (and if you change your credit card in your profile). Finally, you can make an online reservation, but you must call the Hertz office to arrange for the car to be brought to UPD.

Please Note!



Upon your return, when dropping the car off at UPD, you must deposit the rental agreement envelope with the return date, return time and mileage reading documented along with the keys to the UPD office. **Phone Hertz (433-8755) to let them know the car has been returned! You are the only person who will alert Hertz the car has been returned.**

Hertz Reminders

- ➔ When traveling on college business please indicate, at the time of reservation, that the rental is for business purposes. This will alleviate some issues with tax being charged on the invoices.
- ➔ Operating hours for the Hertz business office at AAA on Oneida St. are 8am-5pm, Monday through Friday and 9am to 12noon on Saturday. If your travel is outside of these times, it is possible to arrange to pick up your car at the end of the business day the day before at no additional expense. If you need to return your car after hours please note the time of return on the “rental jacket”.
- ➔ The fuel tank must be topped off completely when returned or extra fuel charges will be billed.
- ➔ As of April there is an increase in the daily administrative charge for use of the EZ pass provided by Hertz (now \$4.95 per day). It is no longer cost effective to activate the EZ pass.

SSN Not Needed on Vouchers

Social security numbers **should not** be included on the Request to Be Absent and Travel Application (known as the TRA) or the travel voucher. With the implementation of New York State's new financial system in April 2012, the requirement to process vouchers for payment using an individual's social security number was eliminated.

Over the Lodging Per Diem Authorization

The Office of the State Comptroller publishes a list of State travel allowances. This listing is available on the [U.S. General Services Administration \(GSA\) website](#), and indicates per diem meal and lodging rates by city and county for all locations in New York State, and most locations throughout the United States.

It is expected that SUNY Oneonta travelers will do their best to find lodging within the state per-diem rates for the location of the travel. For the times when this is not possible, the traveler must obtain approval to exceed the GSA rates by submitting a request **prior to the travel** to:

Elizabeth.Tirado@oneonta.edu with the following details:

1. Traveler name
2. Dates of travel
3. Destination (City, County, State)
4. Lodging per diem allowance vs. hotel price quoted
5. Conference name (if applicable)
6. Justification of over the lodging limit - Explain why that particular hotel is needed and justifies the added expense
i.e. alternate costs, such as transportation to and from a less expensive hotel, are equal to or greater than the lodging differential

In the past, travelers who were significantly over the rate have had some success in asking the hotel staff upon check-in if there is any way that the hotel can lower the rate to be more in line with the government approved rate.

Overseas Insurance

The SUNY Overseas Insurance program protects employees against a range of risks that may be encountered while traveling on university business in other countries. Coverage is provided at no cost to the employee. Questions should be directed to Sue Clemons at x2099.