


To: Citibank Cardholders and Divisional Leads
From: Mario Crescenzo, Jr. 
Subject: New York State Travel Card Program Changes
Date: February 27, 2014

The State of New York has instituted some significant changes to the CitiBank Visa Travel Card program as well as the State Travel guidelines that will affect how we procure travel services such as airfare and lodging. The first, and most significant change, is that **effective immediately, cardholders may not use their CitiBank Visa Travel Card to make travel arrangements for others.**

Second, per the New York State Travel Manual, CitiBank Visa Travel cards are to be used by State employees to pay only those expenses relating to travel costs incurred when traveling on official State business. Employees may not use travel cards to make personal purchases, even if they intend to reimburse the State for those expenses. In addition, travel cards must not be used to pay expenses that are not travel-related.

Third, A Non-Employee Travel Card (NET-Card) must be used when making State purchases for non-employee travel expenses. Non-employees include individuals who are paid by the CUNY Research Foundation, and the City College Non-Tax Levy payroll, as well as students and visiting guests.

Fourth, and finally, Pursuant to the State of New York Office of General Services General Information Bulletin # CL-744 (which can be found through the CCNY Finance and Administration/Accounts Payable website), all airline tickets must be purchased through the NYS Travel Agent using either a Travel or NET card so that the travel agent can certify that the ticketing is done in accordance with NYS guidelines. The travel agent will charge a small fee for this service (typically \$10-15 per ticket).

The Travel Agent for this region is: Alaine Hendrickson from Advantage Travel Inc. (518 426-0052).

We recognize the challenges and difficulty that these changes will create, however, in order to mitigate these problems, we are asking that you contact one of the program administrators below to discuss your travel arrangements, **AS SOON AS YOU LEARN THAT YOU OR SOMEONE IN YOUR DIVISION ARE PLANNING TO TRAVEL.**

Please also contact one of the administrators to order either additional Travel Cards, or NET cards. Obtaining additional cards will take some time and will need to be factored into your planning.

The City College CitiBank Visa Program Administrators are:

Felicia Cunningham – 212-650-5252 or felicia@ccny.cuny.edu
Lucian Pinckney – 212-650-5724 or lpinckney@ccny.cuny.edu
Sapphire Howard – 212-650-5056 or showard@ccny.cuny.edu
Mario Crescenzo – 212-650-5250 or mcrescenzo@ccny.cuny.edu

These program rules apply only to state funded travel . Please feel free to contact us at purchasing@ccny.cuny.edu should you have any questions.

Travel Program Changes

The State of New York has instituted some significant changes to the CitiBank Visa Travel Card program as well as the State Travel guidelines that will affect how we procure travel services such as airfare and lodging.

Travel Program Changes

Before:

Any cardholder could make travel arrangements for any individual conducting State business.

After:

Cardholders may not use their CitiBank Visa Travel Card to make travel arrangements for others.

Travel Program Changes

Before:

Travel Cards could be used by travelers to purchase non-travel supplies while traveling.

After:

Travel cards are to be used by State employees to pay only those expenses relating to travel costs incurred when traveling on official State business (travel cards must not be used to pay expenses that are not travel-related)

Travel Program Changes

Before:

Personal purchases could be reimbursed to the State

After:

Employees may not use travel cards to make personal purchases, even if they intend to reimburse the State for those expenses.

Travel Program Changes

Before:

Cardholders could make travel arrangements for students, guests, and other “non-employees”

After:

A Non-Employee Travel Card (NET-Card) must be used when making State purchases for non-employee travel expenses. Non-employees include individuals who are paid by the CUNY Research Foundation, and the City College Non-Tax Levy payroll, as well as students and visiting guests.

Travel Program Changes

Before:

Airline tickets could be purchased from any source, provided the price was reasonable and the method of travel either economy or coach.

After:

All airline tickets must be purchased through the NYS Travel Agent using either a Travel or NET card so that the travel agent can certify that the ticketing is done in accordance with NYS guidelines.