

## Central Office Travel and Credit Card Use Policy

<b>Effective Date:</b>	November 30, 2023
<b>Supersedes:</b>	Central Office Travel and Credit Card Use Policy effective January 1, 2020
<b>Policy Review Date:</b>	3 years from effective date
<b>Issuing Authority:</b>	Research Foundation President
<b>Policy Owner:</b>	Chief Financial Officer (CFO)
<b>Contact Information:</b>	518-434-7050 <a href="mailto:rffinance@rfsuny.org">rffinance@rfsuny.org</a>

### Reason for Policy

Research Foundation (RF) has a Credit Card Programs Policy and a comprehensive [Travel Handbook](#) which describe restrictions and provide guidance to cardholders and RF employees engaged in or acting in support of RF business travel. This Central Office (CO) Policy describes further restrictions and guidance for CO employees.

### Statement of Policy

RF CO employees are required to follow the guidance and adhere to the additional restrictions related to travel and credit card usage that are outlined in this Policy.

### Travel Card

RF CO employees that are required to travel in order to carry out RF business are encouraged to obtain a Bank of America Travel Card and charge to it all travel related expenses. Applicants for the Travel Card must sign the [RF Travel Card Agreement](#).

#### Recommended Uses

The Travel Card should be used for the following purchases:

- Transportation (e.g., airfare, car rental, train, taxi, etc.)
- Accommodations
- Meals
- Incidentals

#### Transportation

Travelers are expected to travel by the method most conducive to achieving the objectives of the trip while balancing cost, time and safety. RF CO employees must abide by these additional restrictions:

- Personal Vehicles
  - RF CO employees may use a personally owned vehicle for official business-related travel. When using a personally owned vehicle, RF CO employees will be reimbursed at the current mileage rate established by the Internal Revenue Service (IRS); however,
  - If use of a rental vehicle is less expensive than use of a personally owned vehicle, RF CO mileage reimbursement will be limited to the amount that would have been incurred for a

rental vehicle, unless there is an approved justification for using the personally owned vehicle. The [CO Transportation Justification Form](#) must be used to document relevant vehicle expenses.

- Airfare
  - If an RF CO employee is including personal days(s) either before the first day of official business-related travel or after the last, the employee must save a print comparison or other reliable verification the day the flight was booked showing what the cost to the RF would have been if they had not had a personal segment of travel – if the cost is higher due to personal travel, then the employee is responsible for the difference in cost.

### **Travel Expense Reimbursement Request Submission Deadline**

The submission deadline for travel expense reimbursements will be 45 calendar days from the date of return from the travel. In the event that an expense report cannot be submitted within this timeframe, a completed [Travel Waiver Form \(CO Only\)](#) will be required.

### **Purchasing Card (P-Card)**

The individual responsible for the P-Card must sign the [RF Purchasing \(P-Card\) Administrator Agreement Form](#) and safeguard the card against use by unauthorized individuals by placing it in a secure location. Additionally, there should be no photocopying of the P-card to eliminate potential fraud.

#### **Permissible Uses**

The P-Card should be used for the following:

- Supplies
- Conference registration
- Membership fees
- Other office/departmental expenses
- Transportation purchases organized by a P-Card administrator limited to airfare, train tickets, or rental vehicle.
  - All other travel related charges must be charged to an RF issued travel card and/or personal card. However, if the P-Card is needed to make other CO employee travel related purchases, administrators of the P-Card must obtain approval from the Assistant Director, Accounts Payable/Purchasing prior to making purchases.

#### **Impermissible Uses**

The P-Card may not be used for the following:

- Personal expenses
- Purchases while in travel status (this includes hotel reservations and transportation (including Uber/Lyft, taxi, etc.)

- Exceptions include rental car bills (Enterprise), EZ-Pass charges, emergency travel costs, and travel costs related to system-wide meeting functions such as Board, SPMC, HRO, etc. that can be facilitated by the P-Card administrator.

**Reconciliation Deadline and Follow-up** The P-Card reconciliation is due within 30 calendar days from receipt of the statement. Escalation, if necessary, will occur as follows:

- (31-45 days) – P-Card administrator contacts individual cardholder with cc: to the department vice president
- (46-60 days) – P-Card administrator contacts CFO

Failure to meet the deadline above may result in revocation of P-Card privileges.

## Responsibilities

The following table outlines the responsibilities for compliance with this Policy:

Responsible Party	Responsibility
Every individual who initiates, processes, reviews, approves or records financial transactions on behalf of the RF.	Responsible for complying with and administering this policy.

## Definitions

None

## Related Information

[RF Travel Handbook](#)

[Credit Card Program Policy](#)

## Forms

[RF Travel Card Agreement Form](#)

[RF Purchasing \(P-Card\) Administrator Agreement Form](#)

[Bank of America Reconciliation Form](#)

[CO Transportation Justification Form](#)

[Travel Waiver Form \(CO Only\)](#)

## Change History

Date	Summary of Change
November 30, 2023	Updated section on P-Card to include clarification of permissible uses for certain transportation purchases.

April 10, 2023	Policy Reviewed. Updated title referenced for approvals in "Unauthorized Uses" section.
January 1, 2020	Created new policy for RF Central Office Only

**Feedback**

Was this document clear and easy to follow? Please send your feedback to [webfeedback@rfsuny.org](mailto:webfeedback@rfsuny.org).