

Effective: March 23, 2020

TRAVEL AND NET CARDHOLDERS

Submittal of original Travel Card Reconciliations Exception

During this time of complex challenges due to the COVID-19 pandemic, Procurement has agreed to handle the submittal of Travel Card Reconciliations in the following way until further notice.

(All Travel effective March 13th requires a Travel Pre-Approval form)

1. Traveler will prepare Travel Card Reconciliation form, sign it and attach original receipts.
2. Traveler will then scan the Travel Card Reconciliation form and all supporting documents and send them to their supervisor via email. If unable to scan, traveler may take pictures of the Travel Card Reconciliation Form and all supporting documents, attach them to an email and send to supervisor.
3. In the **email subject line, enter month, year, ITA or NET and traveler's last name**. See examples:
 - For statement ending Jan **22**, 2020, enter **JAN 2020 ITA SMITH**.
 - For statement ending Jan **6**, 2020, enter **JAN 2020 NET SMITH**.
4. Supervisor will review Travel Card Reconciliation form and all supporting documents. Supervisor will attest to the following statement and provide their approval via email.

I, the claimant's supervisor, certify that this account has been examined and, to the best of my knowledge and belief, the amounts claimed therein were necessary for the performance of the claimant's official duties.

5. If the supervisor is not the Account Manager, Travel Card Reconciliation form and all supporting documentation must be forwarded to the Account Manager via email. Account Manager will attest to the following statement and provide their approval via email.

I certify that this claim is correct and just, and payment is approved using designated account

6. The department must forward the email thread with all appropriate approvals, including Travel Card Reconciliation form and all supporting documentation to the following central mailbox procurement_travel@stonybrook.edu

Upon returning to normal office operations the department is responsible for sending the original signed Travel Card Reconciliation form along with all original supporting documentation to the Travel Office. These reconciliations should clearly indicate that they are for record keeping only; copies have been previously sent via email due to COVID-19.