

Stony Brook University Procurement Office

Individual Account Guidelines and Procedures

(ITA)

I. Purpose

The purpose of this guideline is to define the appropriate use of the State Individual Travel Account (ITA) program.

II. Scope

This Individual Travel Account (ITA) program is intended to eliminate employee out-of-pocket expenses of Airfare /Amtrak when traveling on behalf of Stony Brook University. The Individual Travel Account (ITA) program is a privilege. You are being entrusted with a valuable tool which is to be used solely for Airfare/Amtrak business travel expenses paid to the Travel Agency, Euro Lloyd. Because you will be making a financial commitment on behalf of the State, you must strive to obtain best value for the University by following established travel policies and guidelines as appropriate. **The Individual Travel Account can only be issued to a state employee.**

III. Procedure/Guidelines

OBTAINING AN INDIVIDUAL TRAVEL ACCOUNT (ITA):

- Employee will complete an Individual Travel Account Application and Acknowledgement Form.
- Employee will submit application to their **Supervisor** for approval and signature. Supervisor must indicate the State default account number to be charged for all Airfare/Amtrak expenses.
- After approval the completed Application and Acknowledgement Forms should be sent to the Procurement Office to be processed.
- The Individual Travel Account will be issued in the employee's name, account number will be stored in the employee's profile with Euro Lloyd and the Citibank account number will not be distributed to the employee.
- The Individual Travel Account will be used in accordance to the following policies and guidelines:
 - Individual Travel Account Application and Acknowledgement Form
 - General rules of OGS Travel Contract/OSC Travel Manual and SUNY Stony Brook's Travel Guidelines

INDIVIDUAL TRAVEL ACCOUNT USE (ITA):

- **The Individual Travel Account (ITA) will be used to pay for employee's Airfare/Amtrak travel expenses when in "Travel Status" on official State University business purchased through Euro Lloyd Travel Agency. This account cannot be used for any other employee or non-employee travel expenses. It cannot be used for personal charges.**
- The State University and the Office of the State Comptroller may audit the use of the account and take appropriate action on any discrepancies or unauthorized charges. Any evidence that the account has been used fraudulently will require an investigation, after which disciplinary action may result. Fraudulent use may also result in criminal prosecution.

RECONCILIATION

- All Airfare/Amtrak expenses must be reconciled in Concur by the Accountholder. For each Airfare and Amtrak ticket purchased you will receive an email from Euro Lloyd Travel Agency confirming your travel, along with an itinerary, e-invoice and e-receipt. Attach these to an Expense Report in Concur.
- For any allowable *out of pocket* expenses you may have incurred on your trip these can be included in the same Concur Expense Report. Be sure to include documentation for purpose of travel such as -- event agenda/brochure indicating conference or meeting, dates, and location.
- When requesting a reimbursement on State funds for any allowable out of pocket expenses (paid with cash or your personal credit card) such as hotels, meals, and other trip related expenses, attach all original receipts in Concur.
- If any meals and/or lodging are provided by the employee's agency or third party without charge to the traveler, that fact, including the name of the agency/third party must be indicated on the expense report.
- [Refer to the Travel Website to reference Concur and OSC Travel Manual and SUNY Stony Brook's Travel Guidelines](#)

TRAVEL ACCOUNT INACTIVITY:

- If there is no activity on the account for 18 months or more, the credit limit will be reduced to \$1.00. This limits the institution's liability, but avoids premature cancelation of the account
 - The account holder will be notified via e-mail of credit limit reduction.
 - Account holder must notify Procurement when usage is anticipated (so the credit limit can be increased).
- Any account inactive for 24 months will be canceled
 - Account holder will be notified via e-mail.

It is the responsibility of the Account holder and/or their supervisor to promptly notify Procurement immediately when there is a change in Traveler information, or when the Individual Travel Account is no longer needed. Employees who leave the employment of the University must immediately have their account cancelled. If an employee changes departments Procurement must also be notified immediately.

The State or University may change the terms and conditions or its policies and procedures concerning use of this Individual Travel Account at any time, and you must comply with these changes.