Stony Brook University Procurement Office

Non-Employee Travel Account Guidelines and Procedures (NET)

I. Purpose
The purpose of these guidelines is to define the appropriate use of the NYS Non-Employee Travel Account.

II. Scope
This Non-Employee Travel Account is intended to reduce the amount of students and visitors out-of-pocket expenses when traveling on behalf of Stony Brook University. The NET Account program is a privilege. You are being entrusted with a valuable tool – the NET Account – which is to be used for non-employee Airline/Amtrak travel when the traveler is in “Travel Status.” As you will be making a financial commitment on behalf of the State University, you must strive to obtain best value for the University by following established travel policies and guidelines as appropriate. The NYS NET Account must be issued in the name of a State employee.

III. Procedure/Guidelines

**OBTAINING A NON-EMPLOYEE TRAVEL Account:**
- State Employee will complete a Non-Employee Travel Account Application and Acknowledgement Form.
- Employee will submit the application to their Supervisor for approval and signature. Supervisor must indicate the default State account number to be charged by the Procurement Travel Office for all Airfare/Amtrak expenses in the event that the Accountholder is unable to reconcile on their own.
- After approval the completed Application and Acknowledgement Forms should be sent to the Procurement Office to be processed.
- The Non-Employee Travel Account will be issued in the employee’s name, account number will be stored in the employee’s profile with Euro Lloyd. The Citibank account number will not be distributed to the employee.
- Employee use is in accordance to the following policies and guidelines:
  - Non-Employee Travel Account Application and Acknowledgement Form
  - General travel rules of OGS Travel Contract/OSC Travel Manual and SUNY Stony Brook’s Travel Guidelines
NON EMPLOYEE TRAVEL ACCOUNT USE (NET):

- The corporate NET account is used to pay for AIR/Amtrak tickets only for SBU Non-State Employees, Guest Lecturers, Students, and Job/Student Candidates. It cannot be used for the Account holder's travel or the individual travel of other State employees. You may not use this account for personal charges.
- The State University and the Office of the State Comptroller may audit the use of your account and take appropriate action on any discrepancies or unauthorized charges. Any evidence that your account has been used fraudulently will require an investigation, after which disciplinary action may result. Fraudulent use may also result in criminal prosecution.
- All charges made to your NET Travel Account will be posted to a central bill by Citibank and sent to the Procurement office for payment. You will not receive a paper bill from Citibank. For each Airfare and Amtrak ticket purchased you will receive an email from Euro Lloyd Travel Agency confirming the reservation, along with an itinerary, e-invoice and e-receipt; retain these for your records (to be attached in Concur).
- All Airfare/Amtrak expenses must be reconciled in Concur by the Account holder. Any out of pocket expenses incurred by Guest Lecturers, Students, and Job/Student Candidates may be reimbursed using the Travel Voucher. SBU Non-State employees will use Concur for reimbursement of any approved out of pocket business expenses.

NON-EMPLOYEE TRAVEL Account INACTIVITY:

- If there is no activity on the account for 18 months or more, the Account holder’s credit limit will be reduced to $1.00. This limits the institution's liability, but avoids premature cancellation of the account.
- The Account holder will be notified via e-mail of credit limit reduction.
- Account holder must notify Procurement when account usage is anticipated (so the credit limit can be increased).
- Any account inactive for 24 months will be cancelled. Account holder will be notified via e-mail.
- It is the responsibility of the account holder and/or their supervisor to promptly notify Procurement when there is a change in the Account holder's information, or when the NET Account is no longer needed. Account holder's who leave the employment of the University must immediately have their account cancelled.

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