NEW YORK STATE CITIBANK INDIVIDUAL TRAVEL ACCOUNT
ACKNOWLEDGMENT FORM

The use of a NYS Citibank Non-Employee Travel Account (NET) is subject to the following terms and conditions:

1. The NYS Citibank NET Travel Account is to be used only for business travel expenses for Airfare and Amtrak for NON-EMPLOYEE Travel. Because you will be making a financial commitment on behalf of the State, you must strive to obtain best value for the State by following established travel policies.

2. 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 and attach to the Concur Expense Report.

3. You may only use this NET Travel Account for Airfare and Amtrak tickets purchased through the State Travel Agency for Non-State employees on official State business. This includes Guest Lecturers, Students, and Job/Student candidates. You may not use your NET Travel Account for personal charges or to purchase Air/Amtrak tickets for yourself or for any other State employee. Your agency and the Office of the State Comptroller will audit the use of your account and take appropriate action on any discrepancies or unauthorized charges.

4. You must follow the policies and procedures established by New York State and Stony Brook University for the use of the Citibank NET Travel Account. Failure to do so may result in revocation of your user privileges or other disciplinary action, which could include termination of employment.

5. NYS Citibank NET Travel Accounts are the property of New York State. You must notify the Account Program Administrator when there is a change in account holder information, such as department, supervisor, default account number or termination of employment.

6. You must comply with any changes to the terms and conditions or policies and procedures concerning use of this NET Travel Account.

I have requested a Citibank Non-Employee Travel Account (NET) to be issued in my name.

As the employee applying for this account, I acknowledge that I am a STATE employee and that I have read and understand these terms and conditions.

Account Holder Name: ____________________________    Phone: ______________
Account Holder Signature: _________________________    Date: _______________

[] New Account                  [] Replacement                  [] Renewal

Return completed form to Joanne DeSantis, Procurement Z - 6000

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