Travel & NET Cardholder Responsibilities

All Travel and NET Cardholders are responsible for reconciling their monthly credit card activity and ensuring all travel expenses are properly documented. Reconciliation packets must be submitted to the Purchasing & Travel Office by the required monthly deadline.

Monthly Responsibilities

- At the end of each billing cycle, log in to **JP Morgan (**Login - PaymentNet - JP Morgan**)** to download and print your monthly credit card statement.
- Review your statement to verify that all transactions are accurate and supported by the appropriate receipts and travel documentation.
- Ensure all receipts have been uploaded to the corresponding TDX Travel Ticket before submitting your reconciliation.
- Complete and sign the Cardholder Certification Form and obtain your supervisor's signature.
- Print your statement and match each transaction to the **original receipt**. Write the **approved TDX ticket number** on the corresponding receipt.
- Submit the signed Cardholder Certification Form, monthly statement, and original receipts with the approved TDX ticket number written on each receipt to the Purchasing & Travel Office by the applicable due date:
  - **Travel:** Due by the **30th** of each month.
  - **NET:** Due by the **16th** of each month.
- Retain copies of your statement, signed certification, and all supporting documentation in accordance with SUNY record retention requirements.

Monthly Reconciliation Checklist

For each month that you have charges and/or credits on your Travel or NET Card, submit:

- ☐ Cardholder Certification Form (signed and dated by the cardholder and supervisor)
- ☐ JP Morgan monthly credit card statement
- ☐ Original itemized receipts for every charge and credit shown on your statement
- ☐ Approved TDX ticket number written on the corresponding receipt
- ☐ All receipts uploaded to the corresponding **TDX Travel Ticket**

- ☐ Documentation for any credits or refunds shown on your statement
- ☐ Verify that all transactions are business-related and comply with SUNY Delhi Travel Policy
- ☐ Verify that all transactions include the appropriate business purpose within the corresponding TDX Travel Ticket
- ☐ If a receipt is unavailable, the cardholder is responsible for making every reasonable effort to obtain a duplicate receipt from the vendor (such as contacting the merchant, checking online accounts, or requesting an emailed copy).

Important Reminders

- Reconcile your statement promptly each month to ensure expenses are posted and reviewed in a timely manner.
- Receipts should no longer be submitted through email. All documentation must be uploaded directly to the corresponding TDX Travel Ticket.
- Original receipts must be matched to the printed statement, and the approved TDX ticket number must be written on the corresponding receipt.
- Submit the matched statement, original receipts, and signed Cardholder Certification Form together as your reconciliation packet.
- Missing or incomplete documentation may delay reconciliation and could result in follow-up from the Purchasing & Travel Office.
- Contact the Purchasing & Travel Office immediately if you identify an unauthorized transaction or billing discrepancy on your statement.