**TRAVEL/NET CARDS**

KEY DIFFERENCES

* Travel cards are for “employees” travel expenses **only** (do not put other individuals’ expenses on the travel card.
* NET cards are for “non-employees” travel but held by an employee. *Such as: guest lecturers, candidates, students, research foundation employees.*
* Both cards are to be used for travel expenses **only**, not items that should be placed on a procurement card. *Such as: products or services other than travel.*
* EXEMPTION: Employees MAY use the NET card on group trips for travel expenses **only** when taking a group of students. *Such as: team travel, field trips, and student presentations.*
* Rental cars should be placed on the employee's travel card only for their travel. We cannot allow non-employees to use our rental contract, nor book rentals for them. The employee’s NET card should be used when traveling with students.
* NET card travel expenses for non-employees would include registration fees, lodging, airfare, train, and meals. NOT car or bus rentals.
* NYS airfare and travel agency contracts will take either the travel or NET card.
* Reconciliation Dates: Travel card is the 20th of the month

 NET card is the 5th of the month