Guidelines for Single-Pay Vendor ID Process for Non-CUNY employee Travel Reimbursement

Starting April 14th 2014, a new CUNYFirst enhancement will be implemented to simplify the process for senior colleges to pay travel reimbursements for non-CUNY employees.

There will be no need to request CUNY Central Vendor Management Unit to apply a unique SFS vendor ID for each non-CUNY employee in order to pay the individual’s travel reimbursements. Accounts Payable should use the following Single-Pay Vendor ID to pay non-CUNY employee’s travel reimbursements.

<table>
<thead>
<tr>
<th>SetID</th>
<th>CUNYFirst Vendor ID</th>
<th>SFS Vendor ID</th>
<th>CUNYFirst Vendor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPNS</td>
<td>8999999991</td>
<td>0400000002</td>
<td>NON-EMPLOYEE TRAVEL PAYMENTS</td>
</tr>
</tbody>
</table>

Inappropriate use of the Single-Pay Vendor ID may jeopardize CUNY’s compliance with IRS and NYS policies and may subject CUNY to NYS penalties. Accounts Payable must exercise caution when using the Single-Pay Vendor ID. The following guidelines must be adhered to:

- **Payee (Traveler):**
  - This Single-Pay vendor ID may only be used by senior colleges (community colleges are not included).
  - The payee must not be a CUNY employee during the period of travel. CUNY employees include:
    - CUNY’s state employees, city employees, RF employees, and other types of employees who work for CUNY
    - Part time and full time employees
    - Active, Leave of Absence, Leave with Pay, and any kind of “on leave status”
  - The payee may be a U.S. citizen, U.S. Permanent Resident, U.S. resident alien for tax purposes, or non-U.S. resident alien (visitor from outside U.S.).
  - Non-employee includes consultants, independent contractors, prospective students, individuals for employment interviews, non-salaried public officers.

- **Payment:**
  - The payments must be strictly for travel reimbursements (including meals, lodging, and transportation).
  - This Single-Pay Vendor ID cannot be used to pay any expenses not related to travel.
  - The payment may not include any provision of goods and/or services.

- **Program:**
  - The college must keep all required documents, receipts and payee information (including traveler’s name, address, payment amount, date…) for future auditing purposes.
  - The use of this Single-Pay Vendor ID is subject to audit by CUNY Internal Audit, the NYS Comptroller, and/or the IRS.
  - Refer to “NYS Guide to Financial Operations” and “NYS Office of the State Comptroller Travel Manual” for any additional information including:
    - Rules and details of allowable travel expenses
    - Processes and document preparation procedures
    - Travel reimbursements for employment interviews
    - Travel reimbursements for non-salaried public officers (board members, commissions, advisory councils.)