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## WSU Travel Charge Card

May 2006

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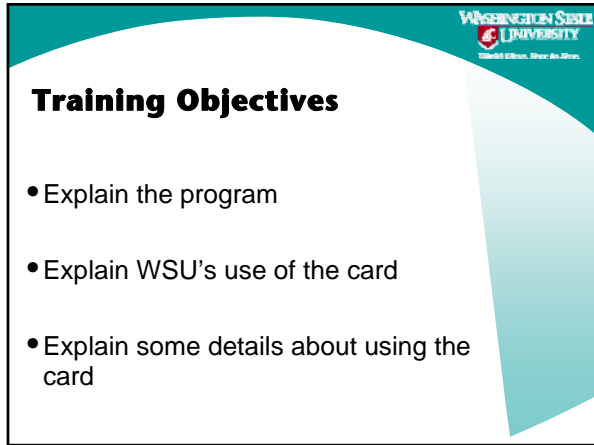
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### Training Objectives

- Explain the program
- Explain WSU's use of the card
- Explain some details about using the card

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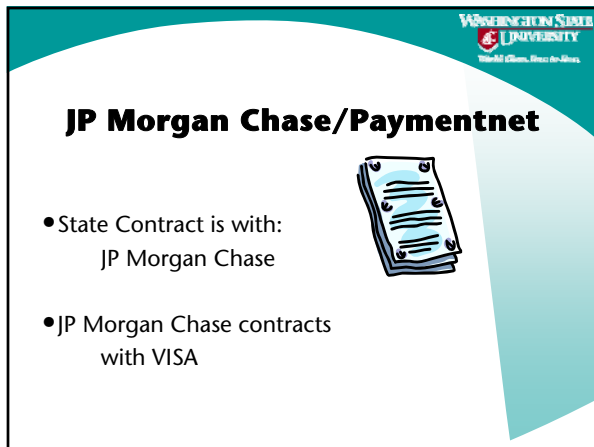
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### JP Morgan Chase/Paymentnet

- State Contract is with:  
JP Morgan Chase
- JP Morgan Chase contracts  
with VISA



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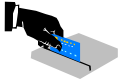
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### What is the WSU Travel Charge Card?

- Charge card used by WSU travelers for "Official University Travel Expenses"
- Personal Liability Card (Cardholder is responsible to pay in full each cycle)



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### Benefits Of Having A Card

- Ability to secure airline reservations
- Ability to secure rental car reservations
- Does not affect personal credit

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### More Benefits

- No need to use personal funds for WSU travel expenses
- Eliminates the need for travel advances
- Allows traveler to make on the spot travel related purchases

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### Allowable Purchases

- Lodging
- Rental Car Expenses
- Meals
- Airfare

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### Prohibited Purchases

Prohibited transactions include:

\*\*\*\*Personal items\*\*\*\*

Non-Official Travel related items  
(room service, laundry service, alcoholic purchases)

Non business related telephone calls

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### Credit Limits

- Credit limit selected by JP Morgan Chase
- JP Morgan Chase will run a credit check on each individual

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### Cardholder Responsibilities

- Transaction must be legal
- Cardholder must seek reimbursement for expenses from Travel Services. This should happen 5-10 business days after travel has taken place and is done with a TEV (Travel Expense Voucher)

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### Cardholder Responsibilities

- Cardholder responsible to pay in full upon receipt of statement or when expenses are reimbursed by Travel Services
- Review BPPM Policies and Procedures

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### Department Responsibilities

- Approve Cardholder Application
- Notify Travel when cardholder separates from department and/or University

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### How Do I Get A Card

- Contact Travel Services and request and application form
- Fill out application and have it signed by approving official
- Forward application to Travel Services, Attn: Pattie Collins

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### Security

- Keep the card in a secure location
- Only the Card Cardholder should have access to the card



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### Lost or Stolen

- Call JP Morgan Chase to cancel the card.
- Notify your Business and Finance Office and/or Approving Official.



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### Lost or Stolen

- Call Program Administrator, Travel Services, Pattie Collins to order a replacement card. You should have a new card within two weeks.
- Don't use the old card if you recover it after you report it lost or stolen.



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### Please Follow the Rules

- Revocation of Travel Charge Card
- All charges on the Travel Charge Card are a matter of **public record!** If a records request is made all records must be submitted.
- **Absolutely NO personal charges of any kind**

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