Training Objectives

• Explain the program

• Explain WSU’s use of the card

• Explain some details about using the card

JP Morgan Chase/Paymentnet

• State Contract is with: JP Morgan Chase

• JP Morgan Chase contracts with VISA
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)

Benefits Of Having A Card

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

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
Allowable Purchases

• Lodging
• Rental Car Expenses
• Meals
• Airfare

Prohibited Purchases

Prohibited transactions include:

****Personal items****
Non-Official Travel related items
(room service, laundry service, alcoholic purchases)
Non business related telephone calls

Credit Limits

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

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)

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

Department Responsibilities

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

Security

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

Lost or Stolen

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

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