

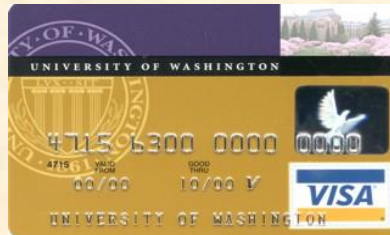


PROCUREMENT SERVICES

UNIVERSITY of WASHINGTON

Finance & Facilities

UW Travel Cardholder **Policies and Procedures**



Outline:

UW Travel Card Overview

- ❖ UW Travel Card Basics
 - ❖ Maintenance
 - ❖ Purchasing Rules
 - ❖ Management
 - ❖ Submitting ERs

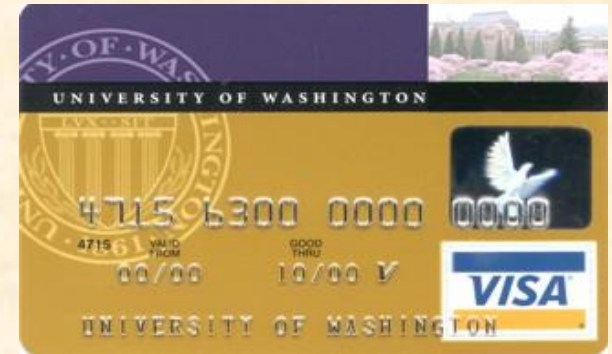


JPMC PaymentNet website

- ❖ Transaction reviews
- ❖ Paying your bill

UW Travel Card Basics

Getting Started



What is a UW Travel Card?

- ❖ **1st and foremost it is a personal liability credit card.**
- ❖ Available to UW faculty and staff as a convenient means of charging UW business travel expenses.
- ❖ Eligible charges are airfare, lodging(s), transportation, and meals.
- ❖ Applying for a card is optional.

Purchasing with the UW Travel Card

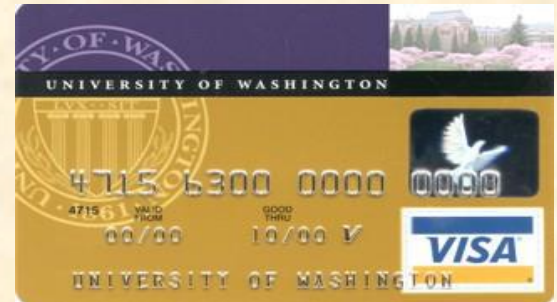


UW Travel Card usage (see [FAQ](#)):

- ❖ **The UW Travel Card May Not Be Used For Personal Expenses**
- ❖ The Travel Card can be used only for airfare, lodging, meals, car rentals, ground transportation, and other reimbursable travel expenses.
 - ❖ Travel expenses are reimbursed by submitting an Ariba Expense Report (ER).
- ❖ UW business meals, meals associated with hosting and entertaining, and employee recruitment meals in travel status.
 - ❖ It is an approved department expense.
 - ❖ The limit on the travel card is \$5,000.
- ❖ The cardholder must pay the total balance by the statement due date to avoid late fees and account cancellation.

UW Travel Card Basics

Applying for a UW Travel Card



UW Staff & Faculty

- ❖ Discuss the need for a UW Travel Card with your department administrator

UW Travel Card Application

- ❖ Go to [Travel Purchasing](#)
 - ❖ Under 'TUTORIALS & GUIDES' – select '[UW Travel Card Application](#)'

UW Travel Card Renewal



- ❖ The card expires every 3 years.
- ❖ The bank automatically renews the account and sends the card to CTS office for distribution.
- ❖ The bank will not renew any account if there was zero activity over period of eighteen (18) consecutive months.
- ❖ All travel cardholders must complete the online Travel Card knowledge assessment test before receiving their new/renewal cards.
- ❖ Details of assessment pass or fail are at [Travel Purchasing](#)

UW Travel Card Security



- ❖ Keep account numbers secure & confidential.
- ❖ Do not include the entire 16 digits of your card in any written communication: email, web-forms, ARIBA comments, etc.
- ❖ Do not share your card information; You could lose your fraud protection!
- ❖ Keep documents with account number information in a secure location.
- ❖ Don't reply to unsolicited email or phone requests for Credit Card information.
- ❖ Report lost/stolen cards immediately to JPMorgan Chase
1-800-270-7760 – Security codes are required for discussing your account.
- ❖ Cardholder must respond to the JPMC Affidavit Form when received within 7 business days if a fraud is reported.
- ❖ Cancel your UW Travel Card if you no longer need it.

Reimbursable Expenditures



UW Business Expenses While in Travel Status (visit hyperlinks):

- ❖ Individual traveler [airfare](#)
- ❖ Individual ground transportation
 - ❖ Personal Vehicle limited to [per diem mileage](#)
 - ❖ [Car-rental](#)
 - ❖ [Enterprise](#) – UW Contract
 - ❖ Public transportation tickets or passes
 - ❖ [Greyhound, Boltbus, Amtrak.](#)
- ❖ Individual lodgings
 - ❖ Hotel, Motel, Holiday Inn
 - ❖ [AirBnB](#) or [HomeAway](#)
- ❖ Individual meals within Domestic Per Diem Rates per [UW Travel Office](#).
- ❖ Meals associated with hosting and entertaining, however a ProCard is the preferred method for these types of purchases.
 - ❖ Reimbursement is based on department approval and funding source.
- ❖ UW business related expenses such as photocopying and faxing.
 - ❖ ProCard is the preferred method for these types of purchases.

NON-Reimbursable UW Travel Card Expenditures

See [UW Travel Card](#) or [UW Travel Office](#) website for guidelines

- ❖ in-room movie charges
- ❖ mini-bar charges
- ❖ massage/spa expenses
- ❖ personal expenses; use is a violation of the Washington State Ethics Act



Troubleshooting UW Travel Card Issues

Providing Correct Address to Merchants

- ❖ When asked for an address by a merchant, always provide them with the address per the card application.
- ❖ Typically this is the same as the statement delivery address.



Look Up Your Declined Transactions

- ❖ In PaymentNet – go to “Transactions” – “Authorizations/Declines”.
- ❖ Contact Card Services at either uwcts@uw.edu or 206-543-5252.
- ❖ Call JPMC customer service at 1-800-270-7760 – you will need to provide security information for discussing your account.

UW Travel Card Maintenance

All transactions on the card can be reviewed and paid electronically via the [PaymentNet4 LOGIN](#).

- ❖ Cardholders are advised to review transactions on their statements to avoid any fraudulent transactions.
- ❖ All card transactions are monitored by the CTS office.
 - ❖ Cardholders and Department Administrators will be notified if misuse and/or late payment activity occurs on the account.
- ❖ Send an email to UWCTS@UW.edu for all other modifications or cancellations



UW Travel Card Maintenance



Reasons why UW Travel Card may be terminated

- ❖ Use of the card for personal charges.
- ❖ The account becomes 60/90 days delinquent.
- ❖ The account is repeatedly delinquent.
- ❖ Two (2) dishonored checks issued to JPMC or reversal of two electronic payments routed to JPMC.
- ❖ Not paying the corresponding charges with the travel reimbursement issued by the University.
- ❖ Cardholder separates from the University of Washington.
- ❖ Cardholder fails to comply with the UW and the State of Washington travel regulations.
- ❖ Eighteen (18) months of inactivity.

Travel Resources

- ❖ [UW Travel office](#) provides information about travel policies, guidelines, and recommendations
- ❖ UW Travel Card website: [Travel-purchasing](#)

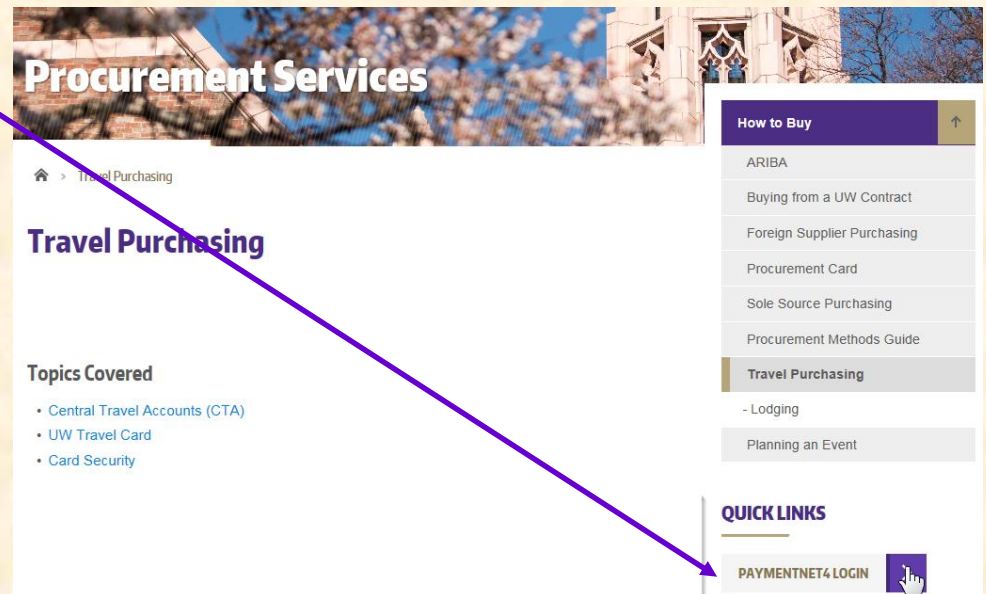


JP Morgan Chase PaymentNet

We can help if you want to access to your UW Travel Card Account

Contact UWCTS@uw.edu for access assistance

- ❖ Go to Procurement Services
- ❖ Click the PaymentNet link
- ❖ PaymentNet Log On Screen:
 - ❖ Enter Org ID: us01745
 - ❖ User ID: UW Net ID
 - ❖ Password:



Card Services Contact Information

UW Travel Card Services Helpline: **206-543-5252**

UW Travel Card Email: **UWCTS@uw.edu**

<http://finance.uw.edu/ps/how-to-buy/travel-purchasing>

Ginny Morris

Card Service Manager
Procurement Services

206-221-7846

morriv@uw.edu

Aris Gempesaw

Card Services Administrator
Procurement Services

206-543-9183

arisg@uw.edu

Robert Patton

Corporate Cards Specialist
Procurement Services

206-685-6673

repatton@uw.edu

Jared Lemmon

Corporate Cards Specialist
Procurement Services

206-543-3505

mjlemmon@uw.edu

Procurement Customer Service

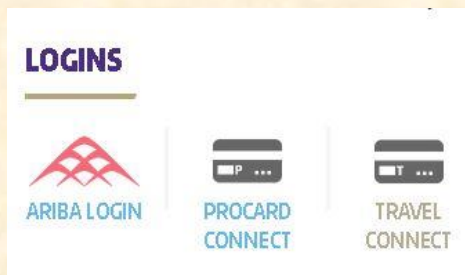
206-543-4500

pcshelp@uw.edu

JPMC PaymentNet information

Logging into PaymentNet

- ❖ An email is sent to cardholders/reviewers with PaymentNet login instructions
- ❖ Cardholders/reviewers must change the initial password & establish security questions
- ❖ Access JPMC PaymentNet through the **TRAVEL CONNECT** button on the [Procurement Services Home Page](#) or the [UW Travel Card Website Quick Links](#)



PaymentNet – Login

Log In

★ [Bookmark this page](#)

Organization ID

US01745

Remember my Organization ID

User ID

UWNETID

Password

(Case Sensitive)

[Forgot your Password?](#)

[Forgot your Organization ID or User ID?](#)

Log In

Online Account Registration

[Create your J.P. Morgan Commercial Card Online Account](#)

Resources

- [First Time User Help](#)
- [Log In Help](#)
- [Customer Service](#)
- [Security Best Practices](#)

Messages

Welcome to J.P. Morgan Commercial Card Online.

Cardholder Dashboard

Home
Transactions
Statements
Reports
My Accounts
Payments
Help

Welcome

Items Awaiting Your Action

- [2 New Files for Download](#)
- [10 New Transactions \(All Accounts\)](#)
- [4 Days until Password Expires](#)

Alerts

- ▼ [Transaction Flags on 03/22/2016: 10](#)
- Questionable MCCs: 6
- Single Transaction Amounts: 4

7 Messages

NEW! March 13, 2016 9:00 AM CT: Scheduled System Maintenance. System maintenance will be performed on the Staging/Demo environment from Friday, March 18 at 8:00 PM CT through Sunday, March 20 at 8:00 PM CT. [Read More...](#)

Posted: Mar 13, 2016

Weekly Maintenance: Due to scheduled weekly maintenance activities, clients and internal business partners may experience interruptions in specific functionality during the following timeframes: [Read More...](#)

Posted: Mar 1, 2016

Scheduled System Maintenance. Email Functionality: Maintenance - Weekly every Tuesday from 9:00 AM CT through 1:00 PM CT. UI/Logon Functionality: Maintenance - Weekly every Tues. [Read More...](#)

Cathy Cardholder
Corporate Card (...1234)
▼ ▲

Account Summary View Details

Credit Limit	\$15,000.00
Current Balance ⓘ	\$2,400.25
Available Credit ⓘ	\$12,200.45

Transaction Activity C

Current Billing Cycle Transactions ⓘ	\$900.25	View
Authorizations	2	View
Declines	0	View
Transactions for Review (Last 60 days)	8	View

Statements D

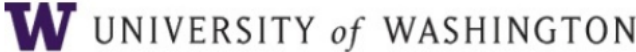

Mar 12, 2016	\$1,500.00	View Download (PDF)
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Payments E

Payment Due (Mar 27, 2016) ⓘ	\$1,500.00	Make a Payment View Payments
------------------------------	------------	--

Viewing Transactions

⚠ Card Holder ▾
Contact
My Profile
Log Out

[Home](#)
[Transactions](#)
[Statements](#)
[Reports](#)
[My Accounts](#)
[Payments](#)
[Help](#)

Transac Manage

Last 30 Days - System (All Accounts) Set as Default Query Page 1 of 357

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transaction ID	Recon I	Recon II	Transaction Date	Post Date	Transaction Amount	Merchant Name	MCC	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2374949319001	<input type="checkbox"/>	<input type="checkbox"/>	04/18/2017	04/19/2017	\$177.97	PLN*PRICELINE HOTELS	4722	TRAVEL AG
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2374949318001	<input type="checkbox"/>	<input type="checkbox"/>	04/19/2017	04/19/2017	\$84.00	SQ *ONYX UPTOWN TRANSIT T	4121	LIMOUSINE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2374713726001	<input type="checkbox"/>	<input type="checkbox"/>	04/17/2017	04/19/2017	\$212.20	ALASKA A 02	3256	ALASKA AIF
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2374713725001	<input type="checkbox"/>	<input type="checkbox"/>	04/17/2017	04/19/2017	\$130.20	DELTA	3058	DELTA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2374574620001	<input type="checkbox"/>	<input type="checkbox"/>	04/17/2017	04/19/2017	\$260.40	ALASKA AIR	3256	ALASKA AIF
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2374574619001	<input type="checkbox"/>	<input type="checkbox"/>	04/17/2017	04/19/2017	\$30.00	AGENT FEE	4511	AIR CARRIE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2374574618001	<input type="checkbox"/>	<input type="checkbox"/>	04/17/2017	04/19/2017	\$502.86	HOTEL DECA	7011	LODGING-H
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2374574617001	<input type="checkbox"/>	<input type="checkbox"/>	04/18/2017	04/19/2017	\$30.00	STORY TAVERN L. P.	5812	EATING PLA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2374574616001	<input type="checkbox"/>	<input type="checkbox"/>	04/18/2017	04/19/2017	\$72.00	A ONE AIRPORT EXPRESS	4121	LIMOUSINE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2374574615001	<input type="checkbox"/>	<input type="checkbox"/>	04/18/2017	04/19/2017	\$20.88	PERRYS PIZZA	5812	EATING PLA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2374574614001	<input type="checkbox"/>	<input type="checkbox"/>	04/17/2017	04/19/2017	\$37.93	LOT B GATEWAY INVESTMENTS	7523	AUTOMOBIL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2374574613001	<input type="checkbox"/>	<input type="checkbox"/>	04/18/2017	04/19/2017	\$37.18	SAN URBAN CRV T1W	5812	EATING PLA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2374574612001	<input type="checkbox"/>	<input type="checkbox"/>	04/17/2017	04/19/2017	\$172.20	ALASKA AIR	3256	ALASKA AIF
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2374574611001	<input type="checkbox"/>	<input type="checkbox"/>	04/17/2017	04/19/2017	\$120.98	SOUTHWES	3066	SOUTHWES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2374574610001	<input type="checkbox"/>	<input type="checkbox"/>	04/17/2017	04/19/2017	\$32.00	AGENT FEE	4511	AIR CARRIE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2374574609001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/17/2017	04/19/2017	\$312.00	ALASKA AIR	3256	ALASKA AIF

Viewing the Transaction Details

The screenshot displays the UW Corporate Travel Service interface. At the top, there are navigation links for Home, Transactions, Statements, Reports, My Accounts, Payments, and Help. Below this is a search bar with a 'Look For...' dropdown and 'Go' and 'Advanced Query' buttons. A callout box with a purple background and white text says 'Click on the line to view the Transaction Detail', pointing to a specific transaction line in the table. The table has columns for Transaction ID, Recon I, Recon II, Transaction Date, Post Date, Transaction Amount, Merchant Name, and MCC. The transaction highlighted is ID 2374949318001, dated 04/19/2017, for \$84.00, from SQ *ONYX UPTOWN TRANSIT T.

Transaction ID	Recon I	Recon II	Transaction Date	Post Date	Transaction Amount	Merchant Name	MCC
2374949318001			04/19/2017	04/19/2017	\$84.00	SQ *ONYX UPTOWN TRANSIT T	4121 LIMOUSINE
2374949318000			04/18/2017	04/19/2017	\$177.97	PLN*PRICELINE HOTELS	4722 TRAVEL AG
2374713726001			04/17/2017	04/19/2017	\$212.20	ALASKA A UZ	3256 ALASKA AIF
2374713725001			04/17/2017	04/19/2017	\$130.20	DELTA	3058 DELTA
2374574620001			04/17/2017	04/19/2017	\$260.40	ALASKA AIR	3256 ALASKA AIF
2374574619001			04/17/2017	04/19/2017	\$30.00	AGENT FEE	4511 AIR CARRIE
2374574618001			04/17/2017	04/19/2017	\$502.86	HOTEL DECA	7011 LODGING-H
2374574617001			04/18/2017	04/19/2017	\$30.00	STORY TAVERN L. P.	5812 EATING PLA
2374574616001			04/18/2017	04/19/2017	\$72.00	A ONE AIRPORT EXPRESS	4121 LIMOUSINE
2374574615001			04/18/2017	04/19/2017	\$20.88	PERRYS PIZZA	5812 EATING PLA
2374574614001			04/17/2017	04/19/2017	\$37.93	LOT B GATEWAY INVESTMENTS	7523 AUTOMOBIL
2374574613001			04/18/2017	04/19/2017	\$37.18	SAN URBAN CRV T1W	5812 EATING PLA
2374574612001			04/17/2017	04/19/2017	\$172.20	ALASKA AIR	3256 ALASKA AIF
2374574611001			04/17/2017	04/19/2017	\$120.98	SOUTHWES	3066 SOUTHWES
2374574610001			04/17/2017	04/19/2017	\$32.00	AGENT FEE	4511 AIR CARRIE
2374574609001			04/17/2017	04/19/2017	\$312.00	ALASKA AIR	3256 ALASKA AIF

UNIVERSITY of WASHINGTON UW Corporate Travel SERVICE

Home Transactions **Statements** Reports My Accounts Payments Help

Statement Detail

Download Statement

<-Download statements

UNIVERSITY of WASHINGTON **Pay Bill online.** UW Corporate Travel SERVICE

Home Transactions Statements Reports My Accounts Payments **Help**

Welcome

Help For This Page


Help Index

Resources

Scheduling a One-Time Payment

You can schedule a one-time payment directly from PaymentNet. A one-time payment can be in any amount up to the maximum payment amount (the maximum payment amount is the current account balance minus any pending payments).

Card Holder Address from your statement

JPMorganChase 

JPMORGAN CHASE BANK NA
P.O. BOX 15918
MAIL SUITE DE1-1404
WILMINGTON DE 19850

Remit To: **JPMORGAN CHASE BANK**
P.O. BOX 4475
CAROL STREAM, IL

ACCOUNT NUMBER _____
PAYMENT DUE DATE _____
AMOUNT DUE _____
CURRENT BALANCE _____
AMOUNT ENCLOSED \$ _____

Address and/or Phone # Changes Below.

City _____ State _____ Zip _____
Home Phone _____ Work Phone _____

**T0000162

TEAR COUPON AT THE PERFORATION

Note: A purple callout box points to the remittance address with the text "Address printed in this space".

Update address changes with email to
UWCTS@uw.edu