

The UW Travel Card Must Only Be Used For Expenses Related to Official UW Business

You may use the UW Travel Card only for expenses related to the following official UW business while on travel status:

- UW business related travel expenses such as airfare, lodging, meals, registration, car rental, ground transportation and miscellaneous travel expenses.
- 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 however a ProCard is the preferred method for these types of purchases.

In addition, you may use the UW Travel Card for non-reimbursable expenses where it is not practical for a merchant to separate the non-reimbursable charges onto a different bill (e.g., in-room movie or mini-bar charges).

The UW Travel Card May Not Be Used For Personal Expenses

It is strictly against state regulations to use UW Travel Card for personal expenses at any time, which would include any expense other than an expense authorized in this Policy.

Using the UW Travel Card for personal use is a violation of the Washington State Ethics Act and will result in the immediate cancellation of the card.

You Must Pay The Full Balance on the UW Travel Card by the Next Billing Statement

The UW Travel Card is issued by JPMorgan Chase directly to the user. As such, it is governed by a contract that is solely between JPMorgan Chase and the cardholder. Cardholders are personally responsible for paying all charges on the UW Travel Card.

The contract between the cardholder and the bank requires full payment of the balance by the next billing statement, and if the cardholder fails to do so, late fees begin to incur at 60 days past due and the card is suspended.

Upon receipt of complete and proper documentation, the UW Travel Office reimburses official UW travel expenses in a timely manner through the online eTravel system. As a condition of accepting reimbursement from the UW, cardholders agree to use all of the reimbursement money to pay the charges in full on the UW Travel Card.

If there is a balance on the UW Travel Card, and the reimbursement money is not used to pay the balance in full, the cardholder will be subject to corrective actions for violating the terms of this policy, and will be subject to proceedings under the State Ethics Act. Using travel

reimbursements for anything other than paying the corresponding travel charges constitutes fraud and will lead to corrective actions which may also include dismissal.

The contract between the cardholder and JPMorgan Chase permits communication between the bank and UW about the status of payments to the bank, including when cardholders do not honor the obligation to pay the statement balance in full by the due date. If the UW receives notice that a statement balance has not been paid in full by the due date, UW Corporate Travel Services will contact the cardholder and the department administrator to facilitate payment.

Reasons Why Your UW Travel Card May Be Terminated

- An account becomes 60/90 days past due.
- Two (2) dishonored checks issued to JPMorgan Chase or reversal of two electronic payments routed to the bank.
- An account is repeatedly delinquent.
- Travel reimbursement is not used to pay all corresponding charges on the account.
- Using the card for personal charges.
- Individual is no longer on the University payroll (e.g. resignation, leave of absence without pay, etc.).
- Eighteen months with no account activity.
- Failure to comply with UW and State of Washington travel regulations.

If your account is terminated for delinquency, non-payments, improper use of reimbursements, or using the card for personal charges, the account cannot be reinstated.

When Separating From the UW

Cardholders must make sure the outstanding balance is paid in full to the bank and the card is turned in to the department upon separation. Any remaining default is to be charged to the University, the department will then be responsible for any remaining default owed.

Public Records

All documents related to the UW Travel Card may be fully disclosed as a public record to the extent provided for by the Public Disclosure Laws.