

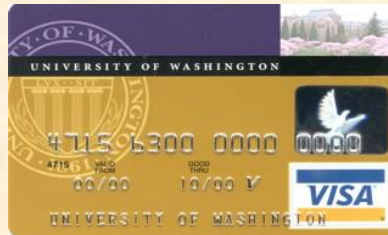


PROCUREMENT SERVICES

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

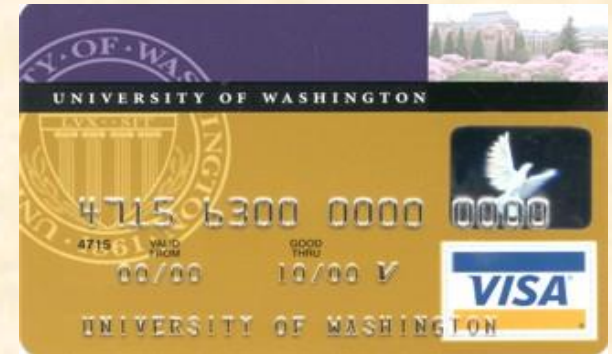


## JPMC PaymentNet website

- ❖ Transaction reviews
- ❖ Paying your bill

# UW Travel Card Basics

## Getting Started



### What is a UW Travel Card?

- ❖ 1<sup>st</sup> 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

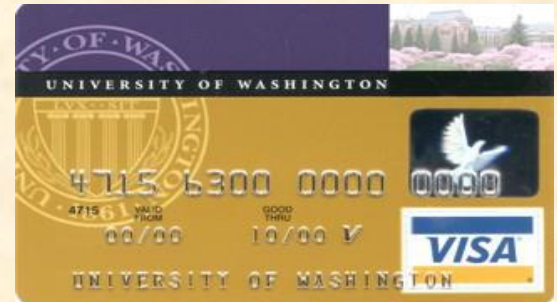
**UW Travel Card usage (see [FAQ](#)):**



- ❖ **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

- ❖ Found in Ariba
  - ❖ How to Guide can be found on the [Training web](#) page

# 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

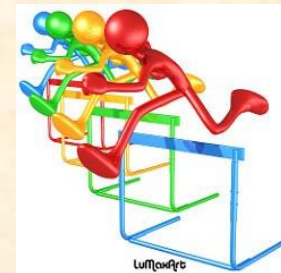
See [UW Travel Card](#) or [UW Travel Office](#) website for guidelines

- ❖ 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 [procard@uw.edu](mailto:procard@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 [procard@uw.edu](mailto:procard@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](#)

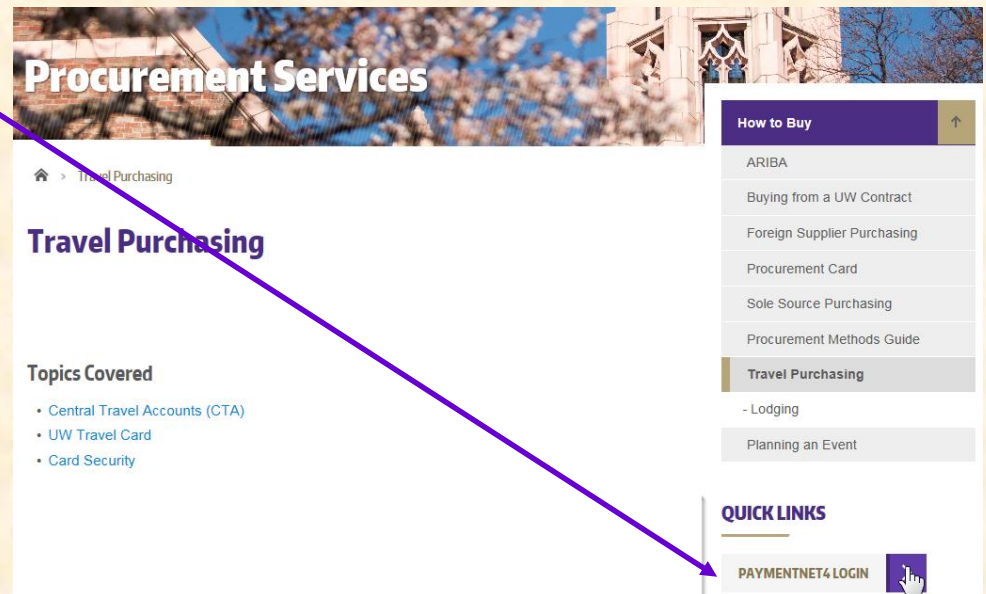


# JP Morgan Chase PaymentNet

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

**Contact** procard@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

## **ProCard Customer Service**

UW Travel Card Services Helpline: 206-543-5252

UW Travel Card Email: [procard@uw.edu](mailto:procard@uw.edu)

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

## **Procurement Customer Service**

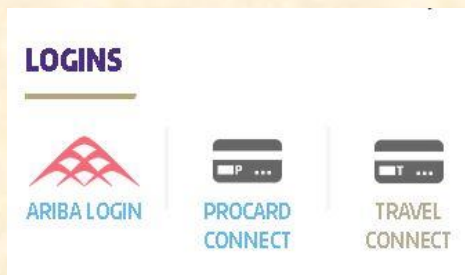
206-543-4500

[pcshelp@uw.edu](mailto: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

**J.P.Morgan** PaymentNet® J.P. Morgan Commercial Card

**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/Login Functionality: Maintenance - Weekly every Tues.  
[Read More...](#)

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

**Account Summary** B

[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	<a href="#">View</a>
Authorizations	2	<a href="#">View</a>
Declines	0	<a href="#">View</a>
Transactions for Review (Last 60 days)	8	<a href="#">View</a>

**Statements** D

Mar 12, 2016	\$1,500.00	<a href="#">View</a>	<a href="#">Download (PDF)</a>
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**Payments** E

Payment Due (Mar 27, 2016) ⓘ	\$1,500.00	<a href="#">Make a Payment</a>	<a href="#">View Payments</a>
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# Viewing Transactions

W UNIVERSITY of WASHINGTON UW Corporate Travel SERVICE

Home Transactions Statements Reports My Accounts Payments Help

Transac Manage Mass Update Requests Authorizations/Declines Query

New Query Look For... Go Advanced Query

Select All Customize Columns Save View Statement

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

					Transaction ID	Recon I	Recon II	Transaction Date	Post Date	Transaction Amount	Merchant Name	MCC	
<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"/>					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"/>					2374713726001	<input type="checkbox"/>	<input type="checkbox"/>	04/17/2017	04/19/2017	\$212.20	ALASKA A 02	3256	ALASKA AIF
<input type="checkbox"/>					2374713725001	<input type="checkbox"/>	<input type="checkbox"/>	04/17/2017	04/19/2017	\$130.20	DELTA	3058	DELTA
<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"/>					2374574619001	<input type="checkbox"/>	<input type="checkbox"/>	04/17/2017	04/19/2017	\$30.00	AGENT FEE	4511	AIR CARRIE
<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"/>					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"/>					2374574616001	<input type="checkbox"/>	<input type="checkbox"/>	04/18/2017	04/19/2017	\$72.00	A ONE AIRPORT EXPRESS	4121	LIMOUSINE
<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"/>					2374574614001	<input type="checkbox"/>	<input type="checkbox"/>	04/17/2017	04/19/2017	\$37.93	LOT B GATEWAY INVESTMENTS	7523	AUTOMOBIL
<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"/>					2374574612001	<input type="checkbox"/>	<input type="checkbox"/>	04/17/2017	04/19/2017	\$172.20	ALASKA AIR	3256	ALASKA AIF
<input type="checkbox"/>					2374574611001	<input type="checkbox"/>	<input type="checkbox"/>	04/17/2017	04/19/2017	\$120.98	SOUTHWES	3066	SOUTHWES
<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"/>					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

W UNIVERSITY of WASHINGTON UW Corporate Travel SERVICE

Home Transactions Statements Reports My Accounts Payments Help

Transactions Look For... Go Advanced Query

Select A Customize Columns Save View Statement

Last 30 Days - System Set as Default Query Page 1 of 357 Go

	ID	Recon I	Recon II	Transaction Date	Post Date	Transaction Amount	Merchant Name	MCC	
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<input type="checkbox"/>	2374574614001	<input type="checkbox"/>	<input type="checkbox"/>	04/17/2017	04/19/2017	\$37.93	LOT B GATEWAY INVESTMENTS	7523	AUTOMOBIL
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<input type="checkbox"/>	2374574611001	<input type="checkbox"/>	<input type="checkbox"/>	04/17/2017	04/19/2017	\$120.98	SOUTHWES	3066	SOUTHWES
<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"/>	2374574609001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/17/2017	04/19/2017	\$312.00	ALASKA AIR	3256	ALASKA AIR

W UNIVERSITY of WASHINGTON UW Corporate Travel SERVICE

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

Statement Detail

Download Statement

**<-Download statements**

W UNIVERSITY of WASHINGTON UW Corporate Travel SERVICE

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

Welcome

Help For This Page

**Help Index**


Resources

**Pay Bill online.**

### 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 60188

**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

Address printed in this space

Update address changes with email to [procard@uw.edu](mailto:procard@uw.edu)