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**
- 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 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 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**

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

**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

Online Account Registration

Messages

Resources

Create your J.P. Morgan Commercial Card Online Account

Welcome to J.P. Morgan Commercial Card Online.

First Time User Help
Log In Help
Customer Service
Security Best Practices

Organization ID
US01745

User ID
UWNETID

Password
******

Forgot your Password?
Forgot your Organization ID or User ID?
Cardholder Dashboard
Viewing Transactions
Viewing the Transaction Details

Click on the line to view the Transaction Detail
Download statements

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

Update address changes with email to procard@uw.edu