



Travel Card Policy and Procedures

Document Approval (signature/date)

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1.0 PURPOSE

The SLAC Travel Card (T-Card) is a JPMorgan Chase (JPMC) MasterCard used for travel-related business transactions. Travel Cards (T-Cards) are the required method of payment for booking official business travel on behalf of SLAC. Travel expenses charged to the SLAC T-Card are paid directly by SLAC to JPMC. The T-Card is a safe and easy-to-use payment method. It can be used wherever MasterCard is accepted and reduces the need for reimbursements with respect to allowable expenses.

1.1 T-Card Program Description

All employees are required to use the SLAC T-Card for SLAC official business travel and are responsible for ensuring that all charges comply with SLAC's Travel and Reimbursement Policy and this SLAC T-Card Policy. There will be a transitional period from 10/4/2021 – 11/30/2021 where employees who used their personal card can seek reimbursement. Beginning 12/01/2021 the T-Card policy mandate will be enforced, with any exceptions being approved by the Controller. Transactions must be properly supported and reconciled with an approved travel request in Concur. T-Card expenses are auto-fed into Concur with a SLAC JPMC payment type. T-Card related expenses are required to be marked with a “SLAC JPMC” payment type in Concur.

T-Cards should not be used for personal expenses. The T-Card is a SLAC-liability corporate card, and as such, SLAC has the responsibility for paying T-Card charges directly to the bank. The cardholder is personally responsible for incurring allowable, allocable, and reasonable travel costs using their T-Card, and for repaying SLAC for all non-reimbursable T-Card charges.

T-Card holders who do not comply with SLAC's policies and procedures will have their SLAC cardholder privileges revoked. Misuse of the SLAC T-Card may result in disciplinary action, up to and including termination of employment. The SLAC Controller (or designee) reserves the authority to grant exceptions to this policy to meet SLAC business needs should extenuating circumstances arise.

2.0 AUTHORITY AND ELIGIBILITY

2.1 Authority

The authority to implement the program requirements has been delegated by the SLAC CFO to the SLAC Controller. This policy identifies specific requirements, roles, and responsibilities for Travel@SLAC, supervisors, and employees. This policy applies to all Laboratory employees who have a SLAC T-Card and a travel pre-authorization in Concur.

2.2 Eligibility

Each T-Card application will be approved by the Business Manager then assessed by Travel@SLAC for eligibility, and is contingent upon the following requirements:

- The T-Card applicant has an active employee status per SLAC Human Resources
- All SLAC employees including staff with the job classification of CWR-SU (Contingent Worker - Stanford University) are eligible. The definition of CWR-SU can be found on the [SLAC HR website](#).
- A completed SLAC T-Card online application has been submitted
- T-Card applicants have reviewed the [SLAC T-Card Reconciliation Quick Start Guide](#)
- T-Card applicants have completed the required cardholder training

3.0 PROGRAM DESCRIPTION:

3.1 SLAC T-Card Types:

Travel@SLAC is making two T-Card types available for use:

A. SLAC Individual T-Cards

- Issued to, and used only by, an active SLAC employee or an employee with job classification CWR SU (Contingent Worker – Stanford University) on official SLAC business travel with pre-authorization in Concur
- [Click here](#) to apply for the SLAC Individual T-Card

B. SLAC Department T-Cards

- Issued to an individual who is an active SLAC employee (e.g., Travel Administrator), and is assigned as the cardholder for a directorate/department. This role has additional responsibilities that are outlined in [section 4.0](#) (Responsibilities section) of this document
- Department T-Cards should only be used for pre-authorized SLAC travel-related purchases for new hires, visitors, sponsored guests, faculty (non CWR-SU employees), students (non CWR-SU employees), postdocs (non CWR-SU employees) and fellows
- [Click here](#) to apply for the SLAC Department T-Card

3.2 Application Approvals

A completed T-Card application will be routed for approval to the Business Manager then assessed by Travel@SLAC for eligibility.

Card Activation

Travel@SLAC will process the T-Card application upon receipt. If the cardholder experiences any issues with the card status, they should contact [Travel@SLAC](#).

Card Delivery

Once the application is approved the card will be delivered to the card delivery address provided on the JPMC card application. Cardholders are responsible for providing the correct address on the application for security.

4.0 RESPONSIBILITIES

4.1 Travel Cardholder and Administrator Responsibilities

1. Criteria for Business Manager Approval

Directorate Business Managers will approve new T-Card applications. They will need to acknowledge:

- Both the traveler and approver are familiar with the SLAC Travel & Expense and SLAC T-Card policies
- Applicant is an active SLAC employee or an employee with job classification CWR SU (Contingent Worker – Stanford University)
- The employee is aware the card must be used for SLAC business travel
- Required training has been completed by the employee

2. Securing Travel Cards:

Cardholders are expected to always keep their T-Card in a secure location and are responsible for all charges made to their card. The only person authorized to use the T-Card is the person to whom the card is issued (i.e., the T-Card holder). Employees should not utilize their Individual T-Cards to book someone else's travel. Department T-Cards can be used to book travel for new hires, visitors, sponsored guests, faculty (non CWR-SU employees), students (non CWR-SU employees), postdocs (non CWR-SU employees) and fellows.

3. Reconciliation of Travel Card Charges:

Cardholders (or their delegates in Concur) are responsible for reconciling T-Card charges. The cardholder can refer to the Adding JPMorgan Expenses Quick Start Guide. Cardholders should reconcile travel charges in Concur as soon as possible not to exceed 30 calendar days of trip end date. Untimely T-Card expense reconciliation may impact future card use and official business travel privileges. Charges must be assigned to the required Project Activity (PA) codes provided by the traveler's department. T-Card charges appear in Concur within 2-4 days of the transaction date. The cardholder should review the charges in their Concur account and report or dispute any erroneous charges to JPMC and Travel@SLAC.

4. Reporting Lost or Stolen T-Cards and Erroneous Charges:

Cardholders are responsible for promptly disputing any charge suspected to be erroneous or fraudulent and should contact Travel@SLAC without delay. When a dispute is warranted, T-Card holders should contact the merchant first and try to resolve the

dispute, or contact JPMC directly. Charges can only be disputed with JPMC within 60 days from the date the transaction is posted. Failure to resolve a dispute in this timeframe may impact T-Card privileges and the disputed amount may need to be repaid to SLAC.

Since many merchants use centralized clearing houses for credit card processing, the name and location of the merchant on the associated transaction may not initially be recognized by the cardholder. Before disputing, the cardholder should check expenditure records carefully in Concur and/or contact the merchant to validate whether the charge is indeed an error. If a T-Card is lost or stolen, cardholders should immediately contact JPMC to request cancellation and reissuance utilizing the number on the back of the card, then contact Travel@SLAC.

Erroneous charges should be resolved directly with JPMC no later than 60 days from the date incurred. After the dispute/claim is filed cardholders should contact their directorate business staff and Travel@SLAC to address any unresolved erroneous charges.

5. Retaining Receipts

Cardholders are responsible for retaining and submitting receipts for charges made to their T-Card in accordance with the [SLAC Travel and Reimbursement Policy](#).

6. Paying Personal Amounts:

The T-Card must not be used for personal expenses, except for incidental expenses that cannot be easily separated from a business charge. For example: hotel room service or entertainment such a movie charge on a hotel folio. If charges such as these cannot be easily separated at the time of billing, then a manual adjustment as a negative amount within the Concur expense report will need to be completed by the traveler. If the personal expense cannot be offset by an expense report in Concur, please contact Travel@SLAC for information as these personal expenses will need to be repaid to SLAC.

4.2 Card Expiration / Suspension / Cancellation

Approximately two weeks prior to the T-Card expiration date, a renewed T-Card will be sent by JPMC.

Some situations in which a T-Card may not be automatically reissued are listed below:

- The T-Card has not had any transaction activity for 18 consecutive months from date of issue or last transaction. In this instance, the employee will need to re-apply.
- SLAC has identified improper use of the T-Card so the card has been canceled.
- T-Card charges have not been reconciled in Concur per [section 4.1](#) (Reconciliation of Travel Card Charges) of this policy.

If an employee's T-Card was not automatically reissued and the employee would like to continue as a cardholder, they should contact Travel@SLAC.

1. Card Suspension by SLAC

A T-Card will be suspended by SLAC if any of the following conditions are met:

- Misuse (as defined in [section 4.4](#) of this policy) of the T-Card
- Failure to comply with the T-Card policy and the [SLAC Travel and Reimbursement policy](#)

Reactivating Suspended Cards: A suspended T-Card can be reactivated, using the same card number, when Travel@SLAC has determined the Cardholder to be eligible to continue using the T-Card.

2. Card Cancellation by Cardholder

Cardholders who want to cancel their T-Cards should email Travel@SLAC.

3. Card Cancellation by SLAC

The T-Card is valid only while the cardholder is on active payroll status and while the cardholder is using the T-Card in accordance with the SLAC T-Card policy. The T-Card will be cancelled and deactivated by SLAC on the date the employee leaves SLAC or upon misuse. The T-Card should be returned to SLAC HR on the cardholder's last day of employment.

4.3 Travel Card Spending Limits, Restrictions and Declined Transactions

1. Spending Limits and Restrictions

During the T-Card application process, the monthly spending limit for the card is established by Travel@SLAC. Changes to spending limits can be requested by contacting Travel@SLAC.

2. Declined Transactions

There are instances when a T-Card transaction is declined by the merchant or the bank. Some common reasons for declined transactions include the following:

- The merchant has recorded incorrect T-Card details (e.g., card expiry date)
- The card's specified allowable spending limit is exceeded
- The vendor's Merchant Category Code (MCC) is excluded from the T-Card's MCC settings

If a T-card purchase is declined for a reason unclear to the cardholder, they should contact JPMC or Travel@SLAC for clarification.

4.4 Proper Use and Misuse

The following list includes the allowable and proper use for the SLAC T-Card:

- Air, rail, bus, taxi, rideshare services, and shuttle transportation
- Car reservations/rentals and automobile-related expenses, such as fuel, tolls, and parking
- Hotel reservations, guarantees, and accommodations

T-Card Misuse, Audit and Misuse Investigation:

Intentional use of the T-Card for purposes other than official and approved SLAC travel requirements constitutes fraud and may be subject to legal action. Sharing the card or card account details constitutes misuse and may render the cardholder subject to criminal fines and penalties. Any cardholder who misuses the privilege of the T-Card or participates in fraud will, at minimum, lose the privileges extended with issuance of the T-Card, and in addition may be subject to further disciplinary action up to and including termination, and could be criminally liable for misuse of federal funds.

SLAC employees must report known or suspected misuse of a SLAC T-Card, regardless of magnitude, to their immediate supervisor and to Travel@SLAC. If required, the Stanford University Institutional Compliance Helpline can be reached by [email](#) or phone at (650) 725-0076 for additional assistance with these matters. Reports may be made anonymously.

5.0 IMPLEMENTATION

This document is effective on the date of issue.

6.0 DEFINITIONS AND ACRONYMS

Concur: Travel and expense reimbursement tool used by SLAC

CRW SU: Contingent Worker (Stanford University) As defined by SLAC HR

DOE: U.S. Department of Energy

JPMC: JPMorgan Chase

MCC: Merchant Category Code, four-digit number used to classify a business by the type of goods or services it provides

T-Card: SLAC Travel Card, the JPMorgan Chase MasterCard used for travel-related expenses at SLAC

7.0 REVISION HISTORY

Revision	Date Released	Description of Change
000	10/04/2021	Initial release

8.0 REFERENCES

- [SLAC Travel Policies and Procedures](#)

- [SLAC Institutional Policies](#)
- [Concur QuickStart Guide: Adding JPMorgan Expenses to an Expense Report](#)
- [SLAC Travel Card Website](#)
- [Stanford University Code of Conduct](#)
- [Federal Acquisition Regulation \(FAR\) regulations pertaining to travel-related expenses](#)