

Applying for a Department Travel Card



How To: Apply for a Department Travel Card

A Department Travel Admin can apply for a Department Travel Card through J.P.Morgan PaymentNet. Department T-Cards are 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 of the [Travel Card Policy and Procedures](#). 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.

Step 1

Complete the [Required Travel Card \(T-Card\) Training](#)

Step 2

Read the [Travel Card Policy and Procedures](#) and the [Travel and Expense Policy](#)

Step 3

Access the [J.P. Morgan PaymentNet website](#)

Step 4

Click on “Department Travel Card”

A screenshot of the J.P. Morgan PaymentNet website. The page title is 'SLAC Travel Corporate Card Application'. On the left, there is a small image of a J.P. Morgan Corporate Card. The main content area contains the following text: 'Click the link of the J.P. Morgan Commercial Card Application your applying for: Please contact your Program Administrator if you are uncertain which application to select.' Below this text are two radio button options: 'Department Travel Card' (which is selected and highlighted with a red box) and 'Individual Travel Card'. At the bottom of the page, there is a footer with 'PaymentNet®', 'Privacy Policy & Disclosures | Terms & Conditions | Security Best Practices', and '© 2021 JPMorgan Chase & Co. All rights reserved.'

Step 5

Fill out the required information on Step 1: General Information and then click the “Next” button

SLAC

Department Travel Card Application - Corporate Card

Step 1: General Information | Step 2: Administrative Information | Step 3: Cardholder Acknowledgement

Cancel | Next

Please complete the fields to apply for a commercial card.
*Required Fields.

Additional Instructions from your Organization

By the submission of this department travel card application, I hereby acknowledge that I have read, understand and agree to the terms and conditions set forth by the SLAC Travel Card and Travel & Expense Policies. NOTE: Your role at SLAC as a department travel admin will be verified as part of the application approval process.

The information contained in the instructions as noted is not provided by J.P. Morgan Chase Bank, N.A. or its subsidiaries or affiliates (collectively referred to as "Chase"). Chase is not responsible for and does not endorse the policies, procedures, or overall content provided in the instructions as noted.

Application Question 1

Did you complete the required training?* ▾

Applicant Information 2

Full First Name* Please ensure this matches your government issued ID

Last Name* Please ensure this matches your government issued ID

Date of Birth* MM/DD/YYYY

Employee ID* Your Employee ID number can be found in the SLAC directory as your "System ID"

Account Security 3

4 digit security code of your choice* You will be asked for this security code when calling in for assistance

SLAC Employee ID (Last 4 Digits Only)* You will also be asked for this number when calling in for assistance

NOTE: the Applicant Information and Card Embossing should match your government issued ID.

Your Employee ID can be found in the [SLAC Directory](#) under “System ID.”

Step 5 (Continued)

4 Card Embossing

First Name on Card* Please ensure this matches your government issued ID

Middle Initial

Last Name on Card* Please ensure this matches your government issued ID

5 Contact Information

Business Email Address*

Business Phone Number* XXX-XXX-XXXX

Mobile Phone Number XXX-XXX-XXXX

6 Cardholder Address (Card Delivery)

Country* USA Please enter your personal address where the card will be delivered

Street Address* No PO Boxes permitted

Street Address Line 2 example: Apt 2E

City*

State/Province* CA Please ensure to update the State/Province

ZIP/Postal Code*

7

8 Home Address

Country* USA Please enter the SLAC Travel Office's address as the "Home Address" shown below

Street Address* 2575 Sand Hill Rd. MS 09 2575 Sand Hill Rd. MS 09

Street Address Line 2 SLAC Travel Office SLAC Travel Office

City* Menlo Park Menlo Park

State/Province* CA CA

ZIP/Postal Code* 94025 94025

Cancel Next

NOTE: Your personal address is the Cardholder Address (Card Delivery). There are no PO Boxes Permitted.

Please copy and paste the Home Address as instructed in the examples:

**2575 Sand Hill Rd. MS 09
SLAC Travel Office
Menlo Park, CA 94025**

Step 6

You will be asked to “Please verify the information below. Click the Previous button to edit your responses.”

First Name on Card* [REDACTED]
Middle Initial [REDACTED]
Last Name on Card* [REDACTED]

Contact Information

Business Email Address* [REDACTED]
Business Phone Number* [REDACTED]
Mobile Phone Number [REDACTED]

Cardholder Address (Card Delivery)

Country* [REDACTED]
Street Address* [REDACTED]
Street Address Line 2 [REDACTED]
City* [REDACTED]
State/Province* [REDACTED]
ZIP/Postal Code* [REDACTED]

Home Address

Country* USA
Street Address* 2575 Sand Hill Rd. MS 09
Street Address Line 2 SLAC Travel Office
City* Menlo Park
State/Province* CA
ZIP/Postal Code* 94025

Cancel Previous Next

Step 7

Fill out the required information on Step 2: Administrative Information and then click the “Next” button

The screenshot shows the 'Department Travel Card Application - Corporate Card' interface. At the top, there are three progress steps: 'Step 1: General Information' (completed), 'Step 2: Administrative Information' (current step, highlighted with a red box and a blue arrow), and 'Step 3: Cardholder Acknowledgement'. A 'Cancel' button is on the left, and 'Previous' and 'Next' buttons are on the right. Below the progress bar, there is a 'Please complete the fields to apply for a commercial card.' section with a '*Required Fields.' note. This is followed by 'Additional Instructions from your Organization' and a disclaimer: 'By the submission of this department travel card application, I hereby acknowledge that I have read, understand and agree to the terms and conditions set forth by the SLAC Travel Card and Travel & Expense Policies. NOTE: Your role at SLAC as a department travel admin will be verified as part of the application approval process. The information contained in the instructions as noted is not provided by J.P. Morgan Chase Bank, N.A. or its subsidiaries or affiliates (collectively referred to as "Chase"). Chase is not responsible for and does not endorse the policies, procedures, or overall content provided in the instructions as noted.' Below this is the 'Card Controls' section with a 'Credit Limit 15000' field. The 'Approval' section, highlighted with a red box and a red circle with the number '1', contains the instruction: 'Please enter your Business Manager's/Senior Finance Manager's full name for application approval routing. If you need to locate their name, you can refer to the following link: <https://internal.slac.stanford.edu/finance/deployed-finance>'. It includes four input fields: 'First Name*', 'Last Name*', 'Email Address*', and 'Confirm Email Address*'. Below the approval section is a 'Comments' section with a text area for an 'Optional Applicant Comment (Maximum 2000 characters)'. At the bottom right, there is another 'Cancel' button and 'Previous' and 'Next' buttons, with a red circle and the number '2' highlighting the 'Next' button.

NOTE: By the submission of this department travel card application, you are hereby acknowledging that you have read, understand and agree to the terms and conditions set forth by the [Travel Card Policy and Procedures](#) and [Travel and Expense Policy](#). Additionally, your role at SLAC as a department travel admin will be verified as part of the application approval process.

For the approval routing, you can determine who the Business Manager/Senior Finance Manager is for your directorate at the link provided on the application: <https://internal.slac.stanford.edu/finance/deployed-finance>. These are the only individuals who you are authorized to approve the Travel Card Applications.

Step 8

You will be asked to “Please verify the information below. Click the Previous button to edit your responses.”

The screenshot shows the SLAC logo at the top left. Below it, the title is "Department Travel Card Application - Corporate Card". On the left, there is a small image of a J.P. Morgan credit card. The main content area has a progress bar with three steps: "Step 1: General Information" (checked), "Step 2: Administrative Information" (active), and "Step 3: Cardholder Acknowledgement". Below the progress bar, there are "Cancel", "Previous", and "Next" buttons. The text says "Please verify the information below. Click the Previous button to edit your responses." The form is divided into sections: "Card Controls" with a "Credit Limit 15000" field; "Approval" with a link to a list of Business Managers/Senior Finance Managers and input fields for "First Name*", "Last Name*", "Email Address*", and "Confirm Email Address*" (with a green checkmark indicating "Email addresses match"); and "Comments" with a text area for an "Optional Applicant Comment (Maximum 2000 characters)". At the bottom right, the "Previous" and "Next" buttons are highlighted with a red box.

Step 9

Read the J.P.Morgan Cardholder Acknowledgement, agree to the Cardholder Acknowledgement and then click the “Submit” button

The screenshot shows the SLAC logo at the top left. Below it, the title is "Individual Travel Card Application - Corporate Card". On the left, there is a small image of a J.P. Morgan credit card. The main content area has a progress bar with three steps: "Step 1: General Information" (checked), "Step 2: Administrative Information" (checked), and "Step 3: Cardholder Acknowledgement" (active). Below the progress bar, there are "Cancel", "Previous", and "Submit" buttons. The text says "You must agree to the Cardholder Acknowledgement below to continue with your application." A red box highlights the "J.P. Morgan Cardholder Acknowledgement" section, which contains "Legal Information" and a list of five numbered points. A red circle with the number "1" is next to the title. Below the text, there is a checkbox labeled "I agree to the Cardholder Acknowledgement" with a red circle and the number "2" next to it. At the bottom right, the "Previous" and "Submit" buttons are highlighted with a red box and a red circle with the number "3" next to it.