

# Applying for a SLAC Individual Travel Card



## How To: Apply for a SLAC Individual Travel Card

A traveler can apply for an Individual Travel Card through J.P.Morgan PaymentNet. Individual cards are issued to, and used only by, an active SLAC employee or an employee with job classification [CWR SU](#) (Contingent Worker – Stanford University; must be connected to the VPN to access this site) on official SLAC business travel with pre-authorization in [Concur](#).

### Step 1

Complete the [Required course TCT101 \(Travel Card Training\) in the SLAC Training Portal](#)

### 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 “Individual Travel Card”

## Step 5

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

**SLAC**

Individual 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 individual 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.

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.

**1**

Application Question

Did you complete the required training?\*  ▾

**2**

Applicant Information

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 on the SLAC directory as your "System ID"

**3**

Account Security

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 the government issued ID that you intend on traveling with.**

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**

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 **8** Next

**NOTE: Your personal address is the Cardholder Address (Card Delivery). PO boxes are not permitted.**

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

**2575 Sand Hill Rd. MS 16  
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, then click the “Next” button

The screenshot shows the 'Individual 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 'Cancel' button and a 'Next' button. The main content area includes a 'Please complete the fields to apply for a commercial card.' instruction, a '\*Required Fields.' note, and 'Additional Instructions from your Organization'. A 'Card Controls' section shows a 'Credit Limit 10000'. The 'Approval' section is highlighted with a red box and a red circle with the number '1'. It contains a text box for the Business Manager's/Senior Finance Manager's full name, a link to a directory page, and four input fields for 'First Name\*', 'Last Name\*', 'Email Address\*', and 'Confirm Email Address\*'. Below this is a 'Comments' section with a text area for an 'Optional Applicant Comment (Maximum 2000 characters)'. At the bottom right, there is a 'Cancel' button and 'Previous' and 'Next' buttons, with a red circle and the number '2' next to the 'Next' button.

**NOTE:** By the submission of the individual travel card application, you are acknowledging that you have read, understand and agree to the terms and conditions set forth by the [SLAC Travel Card Policy and Procedures](#) and [Travel and Expense Policies](#).

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://int.slac.stanford.edu/business/departments/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 Individual Travel Card Application - Corporate Card form at Step 2: Administrative Information. The progress bar indicates Step 1: General Information is complete, Step 2: Administrative Information is the current step, and Step 3: Cardholder Acknowledgement is next. A J.P. Morgan card image is shown on the left. The form includes a 'Cancel' button, a 'Previous' button, and a 'Next' button. The main content area contains the following sections:

- Card Controls:** Credit Limit 10000
- Approval:** 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>
- Fields:** First Name\*, Last Name\*, Email Address\*, Confirm Email Address\*
- Status:** Email addresses match (indicated by a green checkmark)
- Comments:** 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 Individual Travel Card Application - Corporate Card form at Step 3: Cardholder Acknowledgement. The progress bar indicates Step 1: General Information and Step 2: Administrative Information are complete, and Step 3: Cardholder Acknowledgement is the current step. A J.P. Morgan card image is shown on the left. The form includes a 'Cancel' button, a 'Previous' button, and a 'Submit' button. The main content area contains the following sections:

- J.P. Morgan Cardholder Acknowledgement:** Legal Information. The J.P. Morgan Commercial Card (the "Card") is available only to authorized individuals of the Company (the "Company").
- Agreement:** I, an authorized individual of the Company and whose name appears on the Card, acknowledge and agree to the following with respect to my acceptance and use of the Card:
  - 1) I will use the Card only for business expenses that are authorized by the Company's applicable policies.
  - 2) Although the Card will be issued in my name, the Company may have access to my Card account information and may receive information from time to time with respect to my use of the Card.
  - 3) In the event of the cancellation of the Card by J.P. Morgan or Company, for any reason, I will immediately stop using the Card and either cut the card in half or return the Card to the Company.
  - 4) In the event that my employment/engagement is terminated for any reason, the Card will be cancelled and I will immediately surrender the Card to the Company.
  - 5) I authorize and direct the release by the Company to J.P. Morgan of my home address, phone number and any other identifying information about me for the purpose of processing this Card Application, and in order to comply with all applicable laws that require J.P. Morgan to obtain, verify and record information that identifies me when I apply for an account.I authorize J.P. Morgan to share information about me and my Card account with and among its affiliates and representatives.
- Agreement:**  I agree to the Cardholder Acknowledgement.

Red circles with numbers 1, 2, and 3 highlight the acknowledgement text, the agreement checkbox, and the 'Submit' button, respectively.

After the appropriate [Directorate Manager or Directorate Sr. Finance Manager](#) approves your T-Card application, it will then route to the SLAC Travel Office for final approval.

It takes approximately 2 business days for the Travel Office to approve applications once they reach the Travel Office's queue.

Within 3-5 business days of Travel Office's approval your card will be delivered to the Cardholder Address entered in the application.

Cardholders must [activate](#) their new card and store it securely upon receipt.

If there are any questions please email [travel@slac.stanford.edu](mailto:travel@slac.stanford.edu)