



SLAC Travel Card (TCard) Policy

Document Approval (signature/date)

Interim Chief Financial Officer: Connie Morimoto-Yu
Connie Morimoto-Yu (Dec 2, 2024 20:53 PST) Connie Morimoto-Yu

Table of Contents

1.0	PURPOSE	3
2.0	AUTHORITY AND APPLICABILITY	3
2.1	Authority	3
2.2	Applicability	3
3.0	PROGRAM DESCRIPTION	3
3.1	Types of TCards.....	3
3.2	Travel Card Issuance	3
3.3	Proper Travel Card Use	4
3.4	Card Renewals, Cancellations and Suspensions.....	4
4.0	RESPONSIBILITIES	5
4.1	Laboratory Director.....	5
4.2	Senior Management Team.....	5
4.3	Chief Financial Officer (CFO).....	5
4.4	Controller.....	5
4.5	Travel Manager	6
4.6	TCard Administrator	6
4.7	Business Managers.....	6
4.8	Managers	6
4.9	Cardholders.....	6
5.0	IMPLEMENTATION	6
6.0	TRAINING	6
7.0	DOCUMENTS AND RECORDS	6
8.0	DEFINITIONS AND ACRONYMS	6
9.0	REVISION HISTORY	7
10.0	REFERENCES	7

1.0 PURPOSE

The purpose of this policy is to establish and document authorization of the SLAC National Accelerator Laboratory (SLAC) Travel Card (TCard) Program. Travel cards are the prescribed payment method for buying travel and travel-related services required to conduct SLAC official business. Use of the TCard reduces the need for travel advances and business expense reimbursements when used for authorized SLAC travel.

2.0 AUTHORITY AND APPLICABILITY

2.1 Authority

This document is issued under the authority of the Laboratory Director to direct the management and operation of the Laboratory. The authority to implement the program requirements has been delegated by the Director to the Chief Financial Officer and to the Controller for implementation.

This document identifies specific requirements, roles, and responsibilities for the Laboratory Director, Senior Management Team (SMT), Chief Financial Officer (CFO), Controller, Travel Manager, TCard Administrator, Business Managers (BM), Managers, and Cardholders.

2.2 Applicability

This document applies to all Laboratory employees conducting SLAC official business travel.

3.0 PROGRAM DESCRIPTION

Overview

SLAC provides SLAC-issued and paid credit cards for the purchase of travel and travel-related services for SLAC travelers on official SLAC business. The TCard is the prescribed payment method for any authorized travel cost that will not be otherwise reimbursed through a travel per diem allowance. Travel expenses charged to a TCard are paid directly by SLAC to the credit card provider.

3.1 Types of TCards

- 3.1.1 **Individual Travel Cards** are issued to and used only by an individual who is an active SLAC employee or Contingent Worker – Stanford University (CWR SU) for official SLAC business travel.
- 3.1.2 **Department Travel Cards** are issued to and used by an individual who is an active SLAC employee and is assigned as the cardholder for a department/directorate to make travel-related purchases for new hires and non-SLAC employees.

3.2 Travel Card Issuance

- 3.2.1 The TCard is intended for active SLAC employees. To apply for an individual or department travel card, complete and submit an [online TCard application](#).
- 3.2.2 TCard applications will route for approval to the applicant's Business Manager (BM). Upon receiving approval from the BM, the application will route to Travel for final review prior to issuance. Once the application is approved, the card will be delivered directly to the cardholder's delivery address provided on the JPMC card application.

3.3 Proper Travel Card Use

- 3.3.1 Cardholders may only use the TCard for SLAC travel-related business transactions. At a minimum, SLAC mandates that SLAC employees purchase airfare, car rentals and lodging using a TCard.
- 3.3.2 The TCard may be used for incidental personal expenses that cannot be easily separated from a business charge. The cardholder is personally responsible for repaying SLAC for any non-reimbursable TCard charges.
- 3.3.3 Cardholders are responsible for ensuring that all charges comply with policy and are properly itemized, supported by a business purpose, approved and submitted in the Concur reimbursement system. Processing transactions in a timely manner is important to ensure expenditures are correctly reported.
- 3.3.4 SLAC reimburses travelers under an IRS Accountable Plan (Internal Revenue Code Section 62(c)) that allows travelers to receive reimbursement for business travel expenses without incurring a personal tax liability. The IRS has timeliness requirements – to avoid incurring a tax liability, travelers should submit Concur expense reports with necessary receipts within 30 days of trip completion. Expense reports submitted after 60 days may become taxable.
- 3.3.5 Untimely TCard expense reconciliation will impact future card use and official business travel privileges, per the suspension policy in section 3.4.3 below.

3.4 Card Renewals, Cancellations and Suspensions

- 3.4.1 **Renewals:** The Travel Card will expire on the date (last day of the expiration month) embossed on the card and will be automatically renewed. JPMorgan Chase will send a renewal TCard no later than the first week of the expiration month via USPS standard mail to the address on file. If an employee's renewed TCard was not received, contact [SLAC Travel](#).
- 3.4.2 **Cancellations:**
 - a. Cardholders who want to cancel a TCard should contact JPMC.

- b. TCards can only be valid while the cardholder is on active payroll status. For cardholders separating from SLAC, the TCard Administrator will cancel and deactivate the TCard upon learning of the separation.

3.4.3 **Suspensions:** Cardholders who do not comply with SLAC policies and procedures may have their TCard privileges revoked.

Prior to suspension, the cardholder and their manager will be notified. TCard misuse may result in disciplinary action, up to and including termination of employment. SLAC will suspend TCards for the following reasons:

- a. Identified misuse or fraud of the TCard.
- b. Failure to submit expense reports in the Concur system in a timely manner, no later than 60 days after the completion of travel.
- c. TCard transactions older than 60 days from expense end date that are not associated with expense reports in the Concur system.

3.4.4 A suspended TCard can be reactivated, using the same card number, when [SLAC Travel](#) has determined the cardholder is eligible to continue using the TCard.

3.4.5 Personal card use exceptions shall not be approved by SLAC Travel solely on the fact that a TCard has been suspended. Approvals will only be granted by SLAC Travel for cases deemed to have exceptional need.

4.0 RESPONSIBILITIES

This document defines specific roles, responsibilities, and requirements for implementing the SLAC Travel Card (TCard) program.

4.1 Laboratory Director

- Sets policy and expectations and provides the institutional authority for the SLAC TCard program.

4.2 Senior Management Team

- Ensures that managers and staff are aware of, and adhere to, the approval and delegation authority requirements in this document.

4.3 Chief Financial Officer (CFO)

- Has overall responsibility for the SLAC TCard program.

4.4 Controller

- Manages TCard policy oversight and related oversight activities.
- Has responsibility for the implementation and operation of the SLAC TCard program.
- Maintains this policy document.

4.5 Travel Manager

- Has responsibility for the implementation and maintenance of the SLAC TCard procedure.
- Provides reports and metrics of noncompliant TCard usage and aged transactions to Business Managers for escalation and resolution.

4.6 TCard Administrator

- Reviews TCard applications for eligibility and completeness prior to TCard issuance.
- Communicates instances of non-compliance or unauthorized charges to travelers and their managers.
- Suspends and/or cancels TCards due to misuse or employee separation.

4.7 Business Managers

- Review, approve or reject TCard applications for their respective directorates/divisions.
- Approve temporary spending limit increases.

4.8 Managers

- Work with cardholders to resolve instances of TCard non-compliance.

4.9 Cardholders

- Have responsibility for all charges made on their TCard.
- Keep the TCard secure. Lending or sharing of a TCard is not allowed.
- Immediately report fraudulent charges or a lost or stolen card to JPMorgan Chase at 1-800-316-6056, then notify [SLAC Travel](#).
- Ensure that their TCard training is up to date.

5.0 IMPLEMENTATION

This document is effective on the date of issue.

6.0 TRAINING

Travel Card Training (TCT101) is required for all cardholders and can be assigned through the [SLAC Training Portal](#).

7.0 DOCUMENTS AND RECORDS

The SLAC Institutional Policies site (<https://policies.slac.stanford.edu>) will contain the official record for this document.

8.0 DEFINITIONS AND ACRONYMS

BM – Business Manager

Concur – Travel and expense reimbursement tool used by SLAC

CWR-SU – Contingent Worker – Stanford University

JPMC – JP Morgan Chase

TCard – SLAC liability credit card issued to authorized and trained SLAC employees, who currently have active status on payroll, to pay for travel and travel-related services in support of SLAC business.

9.0 REVISION HISTORY

Revision	Date Released	Description of Change
R000	10/04/2021	Initial release
R001	12/02/2024	Periodic policy review. Separated policy vs. procedure language.

10.0 REFERENCES

- [SLAC Travel Card](#)
- [SLAC Travel and Expense Policy](#)
- [SLAC Training Website](#)
- [Federal Acquisition Regulation \(FAR\) Subpart 31.2, Contracts with Commercial Organizations](#)
- [IRS Revenue Ruling 2003-106](#)