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”
Step 5
Fill out the required information on Step 1: General Information and then click the “Next” button

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.”
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.”
Step 7
Fill out the required information on Step 2: Administrative Information and then click 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.”

Step 9
Read the J.P.Morgan Cardholder Acknowledgement, agree to the Cardholder Acknowledgement and then click the “Submit” button.