Applying for an Individual Travel Card

How To: Apply for an 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 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 “Individual 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 the government issued ID that you intend on traveling with.

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 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://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