SLAC INDIVIDUAL TRAVEL CARD POLICY

I. OVERVIEW

1. Purpose

The SLAC Individual Travel Card (‘Travel Card’) is a JP Morgan MasterCard used for purchasing domestic and foreign SLAC business travel and travel-related services.

2. Proper Use

Cardholders may only use the Travel Card for SLAC travel-related business transactions. Cardholders (travelers and administrators) are responsible for ensuring that all charges comply with SLAC’s Travel Policy and Procedure and this SLAC Individual Travel Card Policy. Transactions must be properly supported and reconciled in the Concur Travel System. Expenses should be supported by an approved travel request in Concur and reconciled by submitting a Concur expense report. These expenses are expected to be marked with a “SLAC JPMC” payment type in Concur.

The Travel Card may not be used for personal expenses (except for incidental expenses that cannot be easily separated from a business charge). Because the Travel Card is a SLAC-liability corporate card, SLAC has the responsibility for paying travel card charges directly to the bank. The cardholder is personally responsible for immediately repaying SLAC for all non-reimbursable Travel Card charges.

Cardholders who do not comply with SLAC’s policies and procedures may have their SLAC cardholder privileges revoked. Misuse of the Travel Card may result in disciplinary action, up to and including termination of employment. The SLAC Controller reserves the authority to grant exceptions to this policy to meet SLAC business needs should extenuating circumstances arise.

3. Card Types

The SLAC Individual Travel Cards are classified by 2 tiers:

A. SLAC Travel Card
   - Can be used for airfare purchase through Egencia

B. SLAC Travel Card Plus
   - Can be used for airfare, hotel, car rental, fuel, taxi, Uber, Lyft, and airport parking. Airfare and car rental purchases are expected to be booked through Egencia

II. NEW TRAVEL CARDS

1. Eligibility and Application

Each Travel Card application will be assessed by Travel@SLAC for eligibility, and is contingent upon:

A. SLAC Travel Card
   - Active employee status per SLAC Human Resources.
   - A completed SLAC Travel Card online application.
   - A completed review of SLAC Travel Card Reconciliation Quick Start Guide found on the Travel@SLAC website.

B. SLAC Travel Card Plus
• Active employee status per SLAC Human Resources.
• An active SLAC Travel Card with 3 consecutive trips purchased on the card with no significant issues (i.e. untimely reconciliation, unallowable charges, etc.).
• A completed review of SLAC Travel Card Reconciliation Quick Start Guide found on the Travel@SLAC website.
• Approval from Travel@SLAC to upgrade card status.

2. Application Approvals
The card application will route to the Travel Card Administrator at Travel@SLAC for review and approval.

3. Verifying Transactions / Preparing Expense Reports
Each cardholder must be responsible for reconciling transactions in a timely manner by submitting a Concur expense report assigned to the proper Project Activity account(s). Transactions must be reconciled within 30 days of the trip end date. Both of these tasks are done in the Concur Travel System. Failing to perform these tasks may result in card suspension or card cancelation.

4. Training
Cardholders must read and understand the SLAC Travel Card Reconciliation Quick Start Guide found on the Travel@SLAC website. For FAQ, please visit https://travel.slac.stanford.edu/faqs -- select the Travel Card category from the dropdown menu and click Find. For additional training or questions, please contact the Travel Card Administrator by emailing travel@slac.stanford.edu.

5. Card Delivery
Once the application is approved, the Travel Card Administrator will contact you directly, and:
   A. SLAC Travel Card
      • The travel card number will be saved in the cardholder’s Egencia profile as a payment option. The physical card remains with Travel@SLAC.
   B. SLAC Travel Card Plus
      • The cardholder may coordinate with the Travel Card Administrator to obtain the physical card. The back of the Travel Card should be signed upon receipt.

NOTE: Normal card processing time is 7-10 business days after approvals are obtained.

6. Card Activation
The Travel Card Administrator will activate the card upon receipt. If the cardholder experiences any issues with the card status, please contact travel@slac.stanford.edu.

III. CARD SUSPENSION / CARD CANCELATION
Approximately two (2) weeks prior to the expiration date, a renewed Travel Card will be sent by JP Morgan to Travel@SLAC. The Travel Card Administrator will update the new card information in the cardholder’s Egencia profile and/or contact the SLAC Travel Card Plus cardholder to provide the new card.

These are situations in which a Travel Card may not be automatically reissued:
• The Travel Card has not had any transaction activity for 18 consecutive months.
• SLAC has found improper use of the Travel Card.
• Travel Card charges have not been reconciled in the Concur Travel System in a timely manner.

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If an employee's Travel Card was not automatically reissued and the employee would like to continue as a cardholder, please email travel@slac.stanford.edu.

1. **Card Suspension by SLAC**
   A Travel Card will be suspended by SLAC if at least one of the listed conditions is met:
   - Travel Cardholder is on extended leave.
   - Misuse of the Travel Card is under investigation by SLAC.
   - The cardholder consistently fails to reconcile Travel Card transactions in a timely manner (visit Travel@SLAC website for details).

   A suspended Travel Card can be reactivated, using the same card number, under the circumstances listed in the subsequent section.

2. **Reactivating Suspended Cards**
   A suspended Travel Card can be reactivated, using the same card number, when:
   - The employee notifies the Travel Card Administrator that he or she has returned from extended leave.
   - Travel Card Administrator has determined the Cardholder to be eligible to continue using the Travel Card.

3. **Card Cancellation by Cardholder**
   Cardholders who want to cancel their Travel Cards should email travel@slac.stanford.edu. SLAC Travel Card Plus cardholders must turn in the physical card to the Travel Card Administrator upon cancellation.

4. **Card Cancellation by SLAC**
   The Travel Card is valid only while the cardholder is on active payroll status and while the cardholder is using the Travel Card in accordance with the SLAC Individual Travel Card policy. The Travel Card will be cancelled and deactivated by SLAC on the date the employee leaves SLAC or upon misuse. Upon cancellation, the Travel Card should be turned in to Travel@SLAC or Human Resources.

### IV. TRAVEL CARD SPENDING LIMITS AND DECLINED TRANSACTIONS

1. **Spending Limits**
   During the online application process, the monthly spending limit for the card is established by Travel@SLAC. Changes to spending limits can be requested by emailing travel@slac.stanford.edu.

2. **Declined Transactions**
   Common reasons for declined transactions include the following:
   - Merchant has incorrect Travel Card expiration date; or
   - The card’s specified allowable spending limit is exceeded; or
   - The vendor’s Merchant Category Code (MCC) is excluded from the Travel Card’s MCC settings.

   If a Travel Card purchase is declined for a reason unclear to the cardholder, JP Morgan can be contacted for clarification by calling the Customer Service number on the back of the card.
V. PROPER USE AND MISUSE

1. Proper Use

The following list provides examples of travel-related business transactions proper for:

- **SLAC Travel Card**
  - Airfare
  - Should extenuating circumstances arise where extended permissions of the Travel Card is temporarily needed, employees may contact Travel@SLAC.

- **SLAC Travel Card Plus**
  - Airfare
  - Car rentals and gasoline for rental vehicles
  - Hotel (no pre-paid allowed)
  - Taxi, Uber, and Lyft
  - Airport parking

In general, registration fees, local business meals and local catered events should be paid for with Purchasing Cards (P-Cards). The Travel Card may not be used for personal expenses. Travelers should request for the hotel to separately bill amenities to their personal credit card. In rare cases where expenses cannot be easily separated from a business charge (i.e. charges for in-room movies on a hotel bill, room service, etc.), cardholders are responsible for reimbursing SLAC for any such personal charges made on the Travel Card or deduct the unallowable amount from their travel reimbursement in Concur.

2. Compliance with Expenditure Policies

All Travel Card transactions must be made in compliance with SLAC’s policies relating to expenditures. Travel Card expenditures must comply with the following – for example, but not limited to:

- **Expenditures must be reasonable and necessary** – Daily lodging, transportation, etc. must comply with SLAC’s Travel Policy and Procedure.
- **Coach Class Air Travel Policy** – Airline tickets must be purchased in economy-class (coach). Business class is permissible only for travelers with a medical waiver approved by SLAC’s Occupational Health Center.

3. Travel Card Misuse

Cardholders must use their Travel Cards according to these and other Travel@SLAC policies and procedures. Cardholders who do not comply with these policies and procedures may have their cardholder privileges revoked. Misuse of the Travel Card may result in disciplinary action, up to and including termination of employment.

4. Audit and Misuse Investigation

SLAC employees must report known or suspected misappropriations, regardless of magnitude, to their immediate supervisor, business manager, or to Travel@SLAC. Supervisors and business managers must then inform Travel@SLAC by emailing travel@slac.stanford.edu.

VI. CARDHOLDER AND PREPARE RESPONSIBILITIES

1. Securing Travel Cards

Cardholders are expected to keep their Travel Cards in a secure location at all times when applicable and are responsible for any charges made to their travel card. The only person authorized to use the Travel Card is the person to whom the Travel Card is issued. The lending or sharing of Travel Cards is prohibited.
2. Reconciliation of Travel Card Charges
Cardholders must reconcile travel charges in the Concur Travel System, SLAC's system for expense reports and reimbursements, in a timely manner (within 30 calendar days of trip end date). Travel Card charges appear in Concur Expense within 2-4 days of the transaction date. The cardholder should review the charges in their Concur account and report or dispute any fraudulent charges.

NOTE: Untimely reconciliation (submitted more than 30 days of trip end date) may result in card suspension or permanent card cancellation. For additional details, please visit the Travel@SLAC website (https://travel.slac.stanford.edu/travel-card).

3. Disputing Travel Card Charges
Cardholders are responsible for promptly disputing any charge suspected to be erroneous or fraudulent. When a dispute is warranted, the best practice is to contact the merchant first and try to resolve the dispute or contact JP Morgan directly. Charges can only be disputed with JP Morgan within 60 days from the date the transaction is posted.

Since many merchants use centralized clearing houses for credit card processing, the name and location of the merchant on the statement may not initially be recognized by the cardholder. Before disputing, the cardholder should check expenditure records carefully and/or work with the merchant to make certain that the charge is indeed an error.

However, it is important to subsequently dispute the transaction with JP Morgan before 60 days from the posting date of the transaction.

4. Reporting Lost or Stolen Travel Cards and Fraudulent Charges
In the event that a travel card should become lost or stolen or should fraudulent activity be detected, cardholders should immediately contact Travel@SLAC. SLAC Travel Card Plus cardholders may contact JP Morgan directly to cancel and reissue a card and notify Travel@SLAC. Data breaches as a result of fraud may necessitate a reissue of a new Travel Card.

5. Retaining Receipts
Cardholders are responsible for retaining receipts for charges made to their Travel Card in accordance with the SLAC Travel Policy and Procedures.

6. Processing Expense Reports
Cardholders are responsible for submitting their own expense reports. Quick Start Guides on how to submit an expense report can be found on the Travel@SLAC website (https://travel.slac.stanford.edu/concur/quick-start-guides).

Submitting in a timely manner is important to ensure expenditures are properly charged to the correct funding source. Expense reports should be completed and submitted immediately upon completion of travel (no more than 30 calendar days of trip end date). If transactions are not reconciled within 60 days of completion of travel, they may be tax reportable to the traveler.

It is possible for an employee with a Travel Card to incur business expenses using personal funds. A single expense report can be used to submit Travel Card charges and expenses incurred using personal funds in the Concur Travel System.

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7. Paying Personal Amounts

The Travel Card may not be used for personal expenses, except for incidental expenses that cannot be easily separated from a business charge. When personal charges are incurred on the Travel Card in these exceptional cases, such charges must be deducted from the total reimbursement amount of the Concur expense report by entering an expense type called *Manual Adjustment*—deductions to be entered as a negative amount (https://travel.slac.stanford.edu/files/Creating-a-Manual-Adjustment.pdf).

If the personal expense cannot be offset by an expense report in the Concur Travel System, please notify the Travel Card Administrator and immediately write a check payable to SLAC and send the check to Travel@SLAC at Mail Stop #16.

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VII. SLAC TRAVEL CARD APPLICATION & TERMS OF AGREEMENT

If you choose to apply for the SLAC Travel Card, please follow this link and complete this online application: https://www.paymentnet.jpmorgan.com/arm/public/Arm.html#applyeeded94d-6e82-4109-8c12-f2bcdaab2cd5.

Please note that by the submission of the online travel card application listed above, you acknowledge that you have read, understood and agree to the terms and conditions set forth by this SLAC Individual Travel Card Policy.