



Personal Liability Corporate T&E Card Program Guide

Last updated 12/13/06

Introduction

Washington University has partnered with JPMorgan Chase to offer a personal liability travel and entertainment (T&E) card for the University. Employees who are expected to travel or incur entertainment expense on behalf of the University may apply for this T&E Card. The department head or business manager must approve all T&E Card requests. The card will allow employees to pay for business related travel and entertainment expenses without tying up personal credit cards, while holding them personally responsible for expenses.

Cardholder Responsibilities

Uses & Restrictions

The T&E card can be used for all business related travel and entertainment expenses. Expenses include transportation, hotel, registration, meals and department approved entertainment purchases.

Cardholders can not use the T&E Card for cash advances.

The T&E Card should not be used to purchase equipment, office supplies, or other items for use at the University. Other unallowable purchases include employee relocation expense, maintenance or lease agreements, and purchases from Washington University departments (ex. Parking Permits), and personal expenses.

Billing

Monthly bills are mailed to the cardholder's statement address and the cardholder is responsible for issuing payment to JPMorgan Chase by the stated due date. Payment of penalty fees resulting from a late payment is the responsibility of the cardholder. Payments from the University directly to JPMorgan Chase are strictly prohibited.

Reimbursement

Individuals will be reimbursed via a Travel Report with original receipt documentation. Accounts Payable will process and reimburse approved and documented travel expenses. The Cardholder is also responsible for providing Accounts Payable with appropriate receipt documentation for travel reimbursement.

Cardholders should be aware that advance travel payments, such as registration and airfare could be payable to Chase before the trip occurs. In such circumstances, a cardholder may receive reimbursement via a travel advance. After the trip is completed, a travel report should be processed to clear the advance.

Liability for Charges

Liability for all charges rests solely with the cardholder.

The Cardholder is responsible for reporting a lost or stolen card to JP Morgan Chase, and contacting the JPMorgan Chase regarding disputed transactions.

Credit Limits

All credit limits are set by JPMorgan Chase during the application process. In order to process the application, JPMorgan Chase runs a promotional credit inquiry on the applicant. This type of inquiry will not show up on the applicant's credit report.

Cardholder's should ensure their credit limits are set high enough to cover their expected travel expenses.

Transaction Disputes

Cardholders must attempt to resolve transaction disputes directly with the Merchant. If you are unable to resolve the situation, you must immediately contact Chase to dispute the transaction. Under no circumstances should you accept cash in lieu of a credit to the Corporate T&E Card account. If you need assistance resolving a disputed transaction with a merchant, contact Purchasing Services for assistance.

Delinquent Accounts

If an account becomes 60 days delinquent, the account will be suspended from further charge activity. The account will remain blocked until the delinquent balance has been paid in full. Cardholders that allow their account to become 120 days past due will have their account cancelled. Accounts that reach this stage of delinquency will not be reinstated.

Lost or stolen cards.

If your Corporate T&E Card is lost or stolen, you must immediately contact JPMorgan Chase at 1-800-270-7760 and the Corporate Card Administrator at 935-8640.

For identification purposes you may be required to provide your date of birth and social security number. Replacement T&E Cards can be mailed within seven days at no cost. Rush orders for replacement T&E Cards can be delivered within 24-48.

Card Cancellations

Your T&E Card will be automatically cancelled if you transfer to another department or if you are no longer employed by the University. In addition, all employees leaving the University must contact the Corporate Card Administrator with details of their termination date.

Applications

To obtain an application for a T&E credit card, or for additional information, please call the Corporate Credit Card Administrator in Accounting Services at 935-8640.

Important Numbers and E-mail Addresses:

Corporate Card Administrator: 935-8640

Corporate Card Administrator E-mail Address: Mary.Koenig@wustl.edu