

 **Washington University in St. Louis**  
**Personal Liability Corporate T&E Card**  
**Cardholder Letter of Agreement**

(Last Updated 1/19/07)

I have received and reviewed a copy of the Personal Liability T&E Card Program Guide. I understand that:

1. This is a personal liability card issued through JPMorgan Chase (Issuing Bank) and Washington University (Guarantor). The T&E card should only be used for business related travel and entertainment purchases. I am responsible for issuing payment to JPMorgan Chase for all charges on the card during the established billing period. Penalty fees resulting from a late payment are my responsibility, and are not a reimbursable expense. I must submit a Travel Report to Accounts Payable with original supporting documentation in accordance with University policy in order to receive reimbursement.
2. Balances greater than 60 days old will put my account into delinquent status. It is a violation of policy to allow my card to go into delinquency status. Accounts that are in delinquent status will be suspended from further activity and may be cancelled. I authorize the University to deduct from my payroll check delinquent balances that are not resolved. If no longer employed, the amounts owed may be added to my W-2 and taxed as income.
3. I understand that failure to comply with T&E Card Program policies and procedures or improper use of the card could result in disciplinary action being taken against me, including but not limited to, card revocation, termination of my employment with the University and/or criminal charges being filed with state and local authorities. I agree to surrender my T&E card to the University's Corporate Card Administrator or my immediate supervisor upon their demand, or, upon the end of my employment with the University.
4. I am the only person authorized to use my T&E card, but I may provide the account number to the person who books my travel. My card cannot be used for personal expenses and all of my transactions are subject to review by Financial Services, Resource Management and Internal Audit.
5. I should attempt to resolve disputes directly with the vendor. If I am unable to reach resolution with the vendor, I should contact JPMorgan Chase.
6. I am responsible for taking steps to safeguard my card against theft or loss. If my card is lost or stolen, I must notify JPMorgan Chase immediately.

I have addressed and resolved any policy questions or concerns I have to the Corporate Card Administrator prior to signing this form.

\_\_\_\_\_  
**EMPL ID**

\_\_\_\_\_  
**Print Cardholders Last Name**

\_\_\_\_\_  
**Cardholder Signature**

\_\_\_\_\_  
**Date**