



**Travel Cardholder Agreement**

Employees participating in the University of Alaska (UA) Travel Card Program with JPMorganChase have certain responsibilities as summarized below. Employees should refer to the JPMorganChase Cardmember Agreement (located on our website) for additional details.

The UA Travel Card will be issued in the name of the employee. By accepting the Card, the employee assumes responsibility for the Card and will be responsible for all charges made with the Card. The Card is not transferable and may not be used by anyone other than the Cardholder.

The Travel Card is to be used for business expenditures only. All charges will be billed to and paid directly by the Cardholder. Monthly the Cardholder will receive a statement listing all activity associated with the Card. This activity will include purchases and credits made during the reporting period. A cash advance fee equal to 2% (\$3.00 minimum) of the transaction amount will be charged for each cash advance. The Cardholder will be responsible for making payments and any associated late fees, and verifying and reconciling all Account activity. Employees will be reimbursed for valid business expenses through the UA travel reimbursement process. Cardholders who fail to settle their accounts within 120 days of incurring charges not disputed in a timely manner, authorize the University to withhold such amounts from any funds due the Cardholder from UA, including salary.

The UA Travel Card must be maintained with the highest level of security. If the Card is lost or stolen, or if the Cardholder suspects the Card or Account Number to have been compromised, the Cardholder agrees to immediately notify JPMorganChase at 1-800-316-6056 and the UA MAU Travel Coordinator.

The Cardholder agrees to surrender and cease use of their Card upon termination of employment whether for retirement, voluntary separation, resignation, or dismissal. In addition, the Cardholder must surrender and cease use of the Card in the event of transfer or relocation. The Cardholder may also be asked to surrender the Card at any time deemed necessary by management. Misuse or fraudulent use of the Card may result in disciplinary actions and may be grounds for dismissal.

By signing below, I acknowledge that I have read and agree to the terms and conditions of this document. I certify that as a participating Cardholder of the UA Travel Card Program, I understand and assume the responsibilities listed above.

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Employee Signature Title

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Name (Print) Date (MM/DD/YYYY)

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MAU Travel Program Admin. Signature Title

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Name (Print) Date (MM/DD/YYYY)