University of Alaska
Travel Cardholder Agreement

As an Employee participating in the University of Alaska (UA) Travel Card Program with JPMorganChase I agree to the following conditions.

- The UA Travel Card will be issued in my name. The card is not transferable and may not be used by anyone else.
- By accepting the Card, I assume responsibility for it. I will be responsible for and pay all charges made with the Card.

I will use the Travel Card for business expenditures only. I understand that the Card is not be to be used as a personal line of credit and that misuse or fraudulent use of the Card may result in disciplinary action, up to and including dismissal from employment. I understand that misuse and fraudulent use includes purchases and cash advances that are non-business related as well as carrying an unpaid balance beyond 60 days that is not authorized by the Travel Card Administrator.

I understand that all charges will be billed to and paid directly by me. Monthly I will receive a statement from the provider listing 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. I understand that the university will not reimburse me for cash advance fees unless pre-approved in writing by the UA MAU Travel Coordinator.

I will be responsible for making payments and associated late fees. I will verify and reconcile all account activity. I will be reimbursed only for valid business expenses through the UA travel reimbursement process. I understand that I must pay my account in full each month and that unpaid balances may not be rolled over. An extended grace period can be authorized on a case by case basis by the University Travel Department with written business justification.

I authorize the University to withhold any amount of funds due me from UA, including salary or wages if I fail to settle my account. I understand that the Office of Human Resources and the Travel Card Administrator have the right to establish the amount of deduction to reconcile past due accounts. If the Card is lost or stolen, or if I suspect the Card or Account Number to have been compromised, I agree to immediately notify JPMorganChase at 1-800-316-6056 and the UA MAU Travel Coordinator.

I agree to return and cease use of travel card upon termination of employment whether for retirement, voluntary separation, resignation, dismissal, departmental transfer/relocation or at any other time requested by UA.

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

__________________________________________________________
Employee Signature Date (MM/DD/YYYY)

______________________________________________________________________________________________
Name (Print)

__________________________________________________________
MAU Travel Program Administrator Signature Date (MM/DD/YYYY)

_ Helen Connor ______________________________
Name (Print)
CODE OF ETHICS

Any person employed by the University of Alaska who purchases goods and services for the University, shall be bound by this code and shall:

1. Avoid actual or even the appearance of unethical or compromising practices in vendor relationships, actions, and communications by diligently following the lawful instructions of the University while using professional judgment and reasonable care in exercising the authority granted.

2. Notify the University of any private or professional activity that would create a conflict between personal interests and the interests of the University of Alaska.

3. Neither solicits nor accepts money, loans, credits, prejudicial discounts, gifts, entertainment, favors, or services from present or potential suppliers which might influence or appear to influence purchasing decisions.

4. Promote positive supplier relationships through impartiality in all phases of the purchasing cycle.

5. Enhance the public trust by adhering to the highest standards of ethical behavior.

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Initials