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 conditions set forth below.

- The UA Travel Card will be issued in my name. The card is not transferable and may not be used by anyone other than me.
- By accepting the Card, I assume responsibility for the Card and 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 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. Cash advance fees are reimbursable on the expense report. Expense reports must include a business justification for the advance.

I will be responsible for making payments and any associated late fees, and verifying and reconciling 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. I understand that there should be no unpaid balances carried over from month to month. 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. I will maintain the UA Travel Card with the highest level of security. 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 affirm that the information I have provided on this form and the individual travel card application is true and that I am in agreement with any additional charges that may be added to my account resulting from fraudulent use or failure to pay my bill. I agree to pay all charges and promise to pay attorney’s fees and other reasonable collection costs, which may be based on a percentage at a maximum of 40% of the debt, necessary for the collection of any amounts owed to the University of Alaska. If I fail to make an acceptable payment arrangement or fail to comply with the payment arrangement, the university may pursue further action including, but not limited to, PFD garnishment, referral to a third party collection agency, or termination of my employment under University Regulation 05.19.010.

I agree to return and cease use of travel card upon termination of employment whether for retirement, voluntary separation, resignation, or dismissal, or at any other time requested by UA. In addition, I must return and cease use of the Card in the event of transfer to another department or relocation.

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

___________________________________________________Denise Moe__________________________________
MAU ProCard/Travel Program Administrator Signature  Name (Print)   Date (MM/DD/YYYY)

THIS AGREEMENT MUST BE RETURNED TO THE UAF PROCUREMENT & CONTRACT SERVICES
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