

Card Use

The Travel Card is authorized for use on domestic and international expenses in the following categories:

- Airfare
- Hotels
- Conference Registration (domestic only)
- Car Rental
- Ground Transportation
- Meals
- Business Meals/Entertainment
- Incidental business expenses such as parking, tolls, internet, and office supplies

Expenses that do not fall in these categories will decline. If an expense does fall in an authorized category, but declines, reach out to the Card Program Administrator for assistance.

Cardholders may initiate transactions on behalf of others but are responsible for purchasing only eligible goods and services and obtaining proper documentation for the expenses.

Card Limits

Travel Card limits range from \$2,500 to \$10,000 depending on the limit selected during the application process. If you anticipate needing a higher limit before booking travel arrangements or while in travel status, reach out to the Card Program Administrator for assistance.

Cardholders can withdraw a cash advance from the Travel Card, with limits and fees set by JP Morgan. Cardholders must retain all documentation related to a cash advance for reconciliation.

Fraud Alerts

It is best practice to contact JP Morgan in advance of travel or when planning a large expense, so that your card does not flag fraud filters unnecessarily. When a fraudulent transaction is suspected on your card, JP Morgan will send a notification to the email address on your card account. The card will be suspended until the transaction is verified as authorized. You can sign up for SMS text notifications of fraud alerts via www.ccportal.jpmorgan.com. Text alerts allow you to quickly reply to validate the transaction.

PaymentNet

JP Morgan's PaymentNet system is used to check your card balance, make payments, update account information, check declined purchases, and dispute transactions. While traveling, you can use PaymentNet on a smartphone by going to <https://m.jpmorgan.com/card> in your browser. You will be prompted to register your device prior to accessing your account.

To add PaymentNet Mobile to your home screen, complete the following steps:

- For Android: Add the page to your bookmarks. Within your bookmarks, tap and hold the Commercial Card Mobile site, then select Add Shortcut to Home.
- For iOS: Tap the Action icon and select Add to Home Screen. Then tap Add.

Contact

<p>Baylor Card Program Administrator <i>(8am-5pm CST, M-F)</i> 254-710-8637 Purchasing_Card@baylor.edu</p>	<p>JP Morgan Cardholder Support <i>(Available 24/7)</i> 1-800-316-6056 847-488-3748 (Outside the US and Canada)</p>
---	--