

TRAVEL CARD APPLICATION PROCESS

To apply for a J. P. Morgan Chase Travel Card, please provide (1) Employee Acknowledgment sheet (below), and (2) Training Certificate for the GSA travel card training. The training certificate can be printed after completion of the training obtained on the following website.

<https://training.smartpay.gsa.gov/>

The Employee Acknowledgment and Training Certificate should be sent to the Office of Travel Management (MA-45), Travel Policy and Analysis Team, via fax on 301-903-0326 or emailed to Travel.Management@hq.doe.gov

You will receive an e-mail from MA-45 with specific instructions and the website to complete an online application for your travel card.

If you have any questions, please call (301) 903-2500, choose option 4, and then option 2 for Travel Support.

**U.S. Department of Energy
Office of Travel Management, MA-45**

EMPLOYEE ACKNOWLEDGMENT

I certify that I will abide by such policies, procedures and other instructions that may be issued by the Department of Energy and J.P. Morgan Chase pertaining to the use of the card issued to me for the purposes of conducting official government travel.

I understand that failure on my part to abide by these rules or otherwise misuse the card may result in disciplinary action being taken against me. I also acknowledge the right of the Travel Card Coordinators and Agency Organization Program Coordinator (AOPC) to revoke or suspend my travel card privileges if I fail to abide by the terms of this agreement.

I also understand that the issuance of this charge card to me is an extension of the employee-employer relationship and that I am being specifically directed to:

(Card applicants must initial all the provisions)

Initials

- Abide by all rules and regulations with respect to the travel charge card. _____
- Use the travel charge card for official travel only. _____
- Pay all charges upon receipt of the monthly billing statement (NLT 24th). _____
- Notify the AOPC of any problem with respect to my usage of the travel charge card. _____
- Notify the AOPC if my travel charge card is lost or stolen. _____

(Card applicants must initial either A or B below)

Initials

- I do authorize the bank to obtain a credit report. **A.** _____
- I do not authorize the bank to obtain a credit report. **B.** _____

Name of Organization	Ten-Digit Organization Code	Anticipated Travel Date
Employee Printed Name	Employee Signature	Employee's E-Mail Address
Supervisor's Printed Name	Supervisor's Signature	Date

Submit completed form by fax to the Office of Travel Management (MA-45)
at 301-903-0326 or email to
Travel.Management@hq.doe.gov