

EMCBC Travel Card Application Process (updated 8/17/09)

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.

<http://fss.gsa.gov/webtraining/trainingdocs/traveltraining/index.cfm>

The Employee Acknowledgment sheet requires your Ten-Digit Organization Code (CBC = 5510000000, CBFO = 6050000000, PPPO = 7120000000)

Send completed Employee Acknowledgment sheet and Training Certificate to:

EM Consolidated Business Center

Office of Financial Management

Attn: Debbie Ross

Room: 731

Fax: (513) 246-0523

Email: debbie.ross@emcbc.doe.gov

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

If you have any questions, please contact Debbie Ross at (513) 246-0481.

**U.S. Department of Energy
Energy Finance and Accounting Service Center
Accounting Operations Division/Travel Team**

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.

Employee Signature

Employee Printed Name _____ - please initial either A or B below:

A. _____ I authorize the bank to obtain a credit report to be eligible for standard account

B. _____ I do not authorize the bank to obtain a credit report and will not be eligible for a standard account

Ten-Digit Organization Code

Name of Organization that Corresponds to Org. Code

Anticipated Travel Date

Employee's E-Mail Address

Supervisor's Printed Name

Supervisor's Signature

Date