



UNIVERSITY
of ALASKA
Many Traditions One Alaska

TRAVEL CARD AGREEMENT

Introduction: The University of Alaska (UA) has entered into an agreement with JPMorganChase (Bank) to provide qualified employees with a Corporate Travel Card.

Spending Restrictions: The Travel Card should only be used for business related expenses in connection with authorized travel. If personal non-reimbursable expenses are charged to the card, the traveler is responsible for paying back the university as described in the UA travel policy and regulations. The payment will normally be processed through a payroll deduction.

Travel Card Abuse: Abuse of the Travel Card will result in revocation of the card, appropriate disciplinary action, and/or payroll deductions if necessary.

Usage: For usage guidelines, the cardholder must refer to the Travel Policy and Regulations.

Validation and Safekeeping: The cardholder shall sign the Travel Card immediately upon receipt. The Travel Card is valuable property, which requires proper treatment by the cardholder to protect it from misuse by unauthorized parties. When the expiration date is passed, and/or after a new Travel Card is received, the old card shall be cut in half and disposed of.

Lost or Stolen Travel Cards: If the ProCard is lost or stolen, the cardholder shall contact the Bank's 24-hour fraud line. The cardholder is also requested to contact the campus ProCard Program Administrator referenced in the Cardholder Handbook.

PROCUREMENT 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 judgement 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 solicit nor accept 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.