



# Certificate of Completion for Travel Card Training

Cardholder Name: \_\_\_\_\_

By signing the certificate below, I agree that I have read and understand the training material which includes the following information:

- Travelers on official government travel are required by law to place travel related expenses on a Government issued travel charge card.
- The government card should only be used for official travel and official travel-related expenses (lodging, meals, incidentals, etc.) away from the official duty station.
- Cardholders are responsible for making payment to the issuing credit card company by the statement due date.
- Cardholders must comply with the terms and conditions of the Cardholder Agreement.
- Official travel expenses charged to the government issued charge card will be reimbursed on the travel voucher in accordance with reimbursement procedures.
- Use of the card and the account for personal purposes is forbidden.
- Travel advances are to be obtained through an ATM after the Travel Authorization has been approved, no earlier than 3 business days prior to departure, and no later than the last day of travel.
- Cardholders are to contact JPMorgan Chase immediately (24 hours a day, every day of the year) to report a lost or stolen travel card.
- Cardholders should notify JPMorgan Chase within 30 days of a disputed invoice.
- When traveling on official NASA business, the government expects its employees to be “prudent travelers.” Cardholders should use the same care when incurring expenses as they would if traveling on personal business.

*I certify that I have received this training, understand the regulations and procedures and know the consequences of inappropriate actions.*

Signature of Cardholder \_\_\_\_\_

*I certify that the cardholder has received this training, understands the regulations and procedures and knows the consequences of inappropriate actions.*

Signature of APC \_\_\_\_\_