

SPLIT PAY REIMBURSEMENT FOR TRAVEL VOUCHERS

All travels with individual charge cards will be reimbursed through Split-pay.

Split-pay means that reimbursement for the following charges will be sent directly to JPMorgan Chase:

- Common Carrier
- Misc. Expense (travel management center transaction fee)
- Lodging
- Rental Car
- Tax
- ATM Fee (just the fee, not the amount withdrawn)

Reimbursement for all **other charges** will be sent to your personal bank account.

- M&IE
- Mileage
- Other (baggage tips, laundry/dry cleaning, etc)
- Phone calls
- Transport (taxi, metro, gasoline, etc)

You will be able to see what is expected to go to JPMorgan Chase and what will be going into your personal account on the last page of your travel voucher. You will need to pay close attention to the deposit into your personal account for travel; some of this money will still need to be paid to JPMorgan Chase for expenses accrued from the **other charges** listed.