

JPMC Time Line for Receiving Delinquent Notices

Travelers are required to submit their travel voucher(s) within 5 days of completing their trip. Failure to voucher in a timely fashion could result in delinquency. See below for a time line of notices sent by JPMC when an account becomes 61 days or more delinquent. Note that payment, in full, is due and payable to JPMC upon receipt of the JPMC statement, but must be received by JPMC no later than 25 calendar days from the statement date.

1. Traveler uses JPMC travel card to pay a hotel bill for official Government travel. 6/1/02

2. JPMC sends cardholder statement of charges. (21st of each month) 6/21/02
JPMC considers the 21st the statement date.
Payment, **in full**, is due and payable to JPMC upon receipt of the statement, but must be received by JPMC no later than 25 calendar days from the statement date. Cardholders can access their statement through Citidirect at any time from the following website:
<http://www.rdc.noaa.gov/~finance/JPMC.htm>.

3. JPMC's first cycle payment due date. (25 days from statement date) 7/16/02

4. JPMC sends cardholder a **first past due notice**. (45 days from statement date)8/5/02

5. JPMC sends cardholder a **second past due notice** (55 days from statement date) 8/15/02
which advises them that their account is in a pre-suspension status.

6. JPMC's second cycle payment due date. (61days from statement date) 8/21/02
JPMC sends cardholder a **third past due notice** which advises them that their account is delinquent and subject to suspension.

7. JPMC sends cardholder a **fourth past due notice** (66 days from statement date) 8/26/02
which advises them that both their travel card and ATM privileges are now suspended.

8. JPMC's third cycle payment due date. (91days from statement date) 9/20/02
JPMC sends cardholder a **fifth past due notice** which advises them that their account remains seriously delinquent and that their privileges remain suspended.

9. JPMC's fourth cycle payment due date. (120 days from statement date) 10/19/02
JPMC sends cardholder a **sixth past-due notice** which advises them that if payment is not received within 5 days, JPMC will initiate paperwork to have travel card and ATM privileges canceled.

10. JPMC sends cardholder a **seventh past due notice** (131 days from statement date) 10/30/02
which advises them that their account is now canceled and that their delinquent account will be reported to the national credit bureaus. Reinstatement of canceled accounts is at the discretion of JPMC. Once an account is canceled for non-payment, cardholders are expected to travel on personal funds for any future official travel.