

Corporate American Express Card Travel Payment System

To expedite the process for State authorized travel, the Accounting Office is promoting the use of the Corporate American Express Card to eligible State employees. The prior method of using the Department of General Services Card (DGS) for car rental, is being phased out. The Department of General Services has signed a new contract with American Express for the lease of vehicles, which insures State rates and Insurance coverage. This change eliminates your need to process a requisition for a DGS Card. Simply include these expenses on your Travel Expense Claim for reimbursement.

All permanently employed University employees are eligible to apply for the Corporate American Express Card. The Card is issued in the employees name and can be used for personal as well as business expenses. Individuals receiving cards are not charged the annual membership fee. Cardmembers are billed at their home address by American Express and all charges remain the responsibility of the cardholder. Upon receipt of an approved Travel Expense Claim, the University will reimburse the cardmember for business expenses.

Applications for the Corporate American Express Card may be picked-up in the Accounting Office, Joyal Administration Building, Room 152, or an application will be forwarded to you by contacting Christine Alvarado at 278-5476, and also can be found in the University Forms section of this manual.

Any questions you might have may be directed to Tamara Cochran, Travel Technician at 278-4019.

Robert Vega
Director of Accounting Services