

## **American Express Government Card**

It is the expectation of the University to obtain state contracted rates and fares where available. The American Express Government Card is one way to insure these rates. The state's AMEX card identifies state employees and facilitates the receipt of special government rates for airlines, rental cars, and at lodging establishments as well as the waiver of local hotel occupancy taxes when local ordinances permit such waivers. Additionally, AMEX cards give employees the necessary flexibility to arrange last-minute travel, to pay for tickets at airline counters, and to make airline changes en route. Card members 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 card member for business expenses. Contact Accounting Services at Ext. (559) 278-5476 for further questions.