Department of Transportation

TRAVEL INFORMATION & POLICY

Subject:	Number:
American Express' Government Corporate Card Payment Policies During a Budget Impasse.	**TIP 08-004**
	Date Issued: **July 7, 2008**
References:	Expires: **Until Rescinded**

Purpose

To remind the American Express Government Card holders of the American Express payment policies during a budget impasse.

American Express will support State travelers who cannot be reimbursed for their State business travel expenses incurred during a budget impasse. During the budget impasse, American Express agrees to waive interest penalties and late fees on accounts with paid balances as of the June 25, 2008 billing cycle. In addition, cards will not be suspended at the normal past due interval**.** Accounts that have delinquent balances as of the June 25, 2008 billing cycle may be suspended until the entire balance is paid in full.

American Express reserves the right to suspend services should a budget impasse become protracted.

How do I apply for the American Express Government Corporate Card?

American Express requires all applicants to either travel a minimum of 5 times per year or incur a minimum of $5,000 of travel expenses per year. If you meet one of these minimum requirements, please complete an Application and fax it to Asni Tefera at (916) 227-9330.

For more information, please see the Department's Travel Guide: http://www.dot.ca.gov/hq/asc/travel/ch2/amexp.htm

If you have questions regarding this information, please contact Iris Bettencourt at (916) 227-9079.
To view the Department's travel policies, please visit the Caltrans Travel Guide.
For individuals with sensory disabilities, documents may be obtained in alternate formats.
To obtain such services, please e-mail iris_bettencourt@dot.ca.gov. TTY users may also call (800) 735-2922.

This Travel Information & Policy has been approved by Clark Paulsen, Chief of the Division of Accounting, to be sent to all Caltrans employees with a Lotus Notes account. Supervisors are responsible for providing a hard copy of this information to their employees that do not have a Lotus Notes account.