

American Express Travel Card Policy

FAQ

Auburn University has an agreement with American Express Travel Related Service Company, Inc. (AMEX) to provide an American Express Corporate Card to full-time faculty and staff whose responsibilities include University related travel.

As the application for a card is optional with each eligible employee, the following information is provided to employees to assist in their decision to apply for a card:

- The corporate travel card will be issued in the employee's name. Only business related expenses expected to be reimbursed by the University can be charged to the card. American Express will bill the employee directly.
- The corporate travel card fee has been waived by American Express and the card will be provided at no cost.
- The card carries \$100,000 travel accident insurance, as well as baggage insurance in the amount of \$1,250 for carry-on baggage and \$500 for checked baggage when you use your travel card to purchase air, rail or bus tickets on a common carrier.
- Check cashing privileges are available at participating hotels and motels and at all travel service offices of American Express.
- The card does not have a preset spending limit.
- American Express will provide monthly statements that the employee is responsible for paying.
- If the financial obligation to American Express is not met within 60 days of the billing date, card privileges will be suspended. Once an employee is asked to surrender their card due to non-payment of the account, they will not be given another opportunity to participate in this program.
- Upon an employee's termination or retirement from the University, the account will be cancelled.

To apply for a travel card, contact Procurement and Business Services at 844-7771 to obtain an application.

American Express Travel Card Policy Frequently Asked Questions

Q: Why are the travel cards available?

A: The travel cards are issued for the convenience of the employee while traveling on University business.

Q: What about personal expenses?

A: Employees can use the card for Auburn University business related purposes only.

Q: Who is eligible to receive a travel card?

A: Any employee (faculty, administrative & professional, or staff) whose responsibilities include University related travel is eligible for the card. The employee application is approved by the Department Head or Dean/Director before being sent to PPS for processing.

Q: How much will the card cost the employee?

A: The card will be provided at no cost to the employee.

Q: How do new employees apply?

A: Applications are available in the Procurement and Business Services office.

Q: When can an employee apply for a card?

A: At any time.

Q: How long does it take American Express to issue the card?

A: Approximately 12 business days.

Q: Whose name will appear on the travel card?

A: The employee's name and Auburn University will appear on the travel card.

Q: Will the University pay the card bill for the employee?

A: No. American Express will bill the employee directly and it is the responsibility of the employee to remit payment.

Q: When does the employee have to pay the bill?

A: The bill is "due and payable upon receipt." The entire amount must be paid before the next billing date to avoid delinquency.

Q: What happens if an employee does not pay the account within 60 days of the billing date?

A: American Express will contact the University when an employee has not paid within 60 days. At that time card usage will be suspended by American Express and the individual will be contacted and the usage of the card will be reinstated. However, if payment is not made and the card is surrendered, the employee will not be given another opportunity to participate in this program.

Q: What should a terminated or retired employee do with their card?

A: Upon termination or retirement from the University, the card should be forwarded to Procurement and Business Services for account cancellation. Only active employees are eligible for the card privileges.