

CALTRANS TRAVEL TIP 2002-04
AMERICAN EXPRESS CORPORATE GOVERNMENT CARDMEMBERS
(August 22, 2002)

This note has been approved by Cindy McKim, Chief of the Division of Accounting, to be sent to All Caltrans E-Mail Users by the Travel Policy Section. The Caltrans Travel Tip is intended to communicate the Department's travel policies quickly and efficiently to all Caltrans employees.

Please disregard this note if you are not an American Express Corporate Government Cardmember.

We have received a number of inquiries regarding American Express' payment policy during the budget impasse. As a result, we have contacted American Express for clarification. Below are questions and answers that clarify their policy.

Are Corporate Government Cardmembers required to pay their account balance through June 24, 2002 during the budget impasse?

Yes. All Corporate Government Cardmembers are required to pay their account in full through June 24, 2002 to be considered "current" status.

Are Corporate Government Cardmembers required to pay their account balance after June 24, 2002 during a budget impasse?

Yes. All Corporate Government Cardholders are required to pay their account balances in accordance with their agreement with American Express even during the budget impasse. **However, American Express is waiving interest and penalties on unpaid account balances after June 24, 2002 during the budget impasse.** Corporate Government Cardholders' account balances should be brought current immediately after the budget is signed.

Will American Express suspend my Corporate Government Card during the budget impasse?

Currently, American Express is not suspending any accounts that are current through June 24, 2002. However, if the budget impasse continues, American Express reserves the right to suspend accounts with any outstanding balance in the future. American Express will notify the Department in advance if the decision is made to suspend the accounts until the budget is signed.

Will American Express affect my credit history if my account is past due and suspended because of the budget impasse?

No. American Express will not affect a Corporate Government Cardmembers' credit history if their account balance after June 24, 2002 remains outstanding during the budget impasse. American Express will retain all credit information within American Express and will work with each Corporate Government Cardmember on a one on one basis to resolve their account balance. Questions regarding outstanding account balances beyond the budget impasse should be resolved immediately by calling American Express at 800-528-2122.

If I continue to pay my Corporate Government Card account balance every month, is my account in jeopardy of being suspended by American Express?

No. American Express will not suspend Corporate Government Accounts that are current. American Express will review each account on a case by case basis and determine whether or not the account should be suspended.

We will notify you of any changes in American Express' policies regarding Government Corporate Cards as soon as we receive the information.

If you have any questions about this information or want more information about the American Express Corporate Government Card, please contact Nancy Ledesma at 916-227-9092/8-498-9092 or Gilbert Petrissans at 916-227-9079/8-498-9079.

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail Gilbert Petrissans at Gilbert_Petrissans/HQ/Caltrans/CAGov@DOT or Nancy Ledesma at Nancy_Ledesma/HQ/Caltrans/CAGov@DOT. TTY users may also call (711) or 1-800-735-2929.

Happy Travels.



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