

CALTRANS TRAVEL TIP 2004-17
AMERICAN EXPRESS GOVERNMENT CORPORATE CARD
AGREEMENT AND APPLICATION
(October 26, 2004)

This note has been approved by Clark Paulsen, Acting 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.

For the past 15 years, American Express has provided the American Express Government Corporate Card to State employees as a tool to pay and manage business travel expenses.

American Express has recently received a number of inquiries regarding American Express' payment policies. Attached is American Express Card member Agreement regarding usage and payment of the American Express Government Corporate Card. All card members are required to adhere to the Cardmember Agreement to maintain their account.

Employees interested in applying for the American Express Government Corporate Card may fax a completed application to Nancy Ledesma at (916) 227-8662.

If you have any questions regarding the American Express Government Card Program, please contact Nancy Ledesma at (916) 227-9092 or Gilbert Petrissans at (916) 227-9079.

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/HQ/Caltrans/CAGov@DOT. TTY users may also call 1-800-735-2922.

Happy Travels.



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