



TRAVEL INFORMATION & POLICY

Subject:	Number: 07-003
American Express' Government Corporate Card Payment Policies During a Budget Impasse.	Date Issued: 08/16/2007
References:	Expires: Until Rescinded

Purpose

To remind Department employees who have an American Express Government Corporate Card of American Express' payment policies during a budget impasse.

American Express continues to support the State during a budget impasse by partnering with the State and its Government Corporate Cardmembers by waiving interest penalties and late fees during a budget impasse. Below are frequently asked questions regarding American Express' payment policy during a budget impasse.

Questions & Answers

Are Government Corporate Cardmembers required to pay their account balance through June 24, 2007, during the budget impasse?

Yes. All Government Corporate Cardmembers are required to pay their account in full through June 24, 2007, to be considered "current" status.

Are Government Corporate Cardmembers required to pay their account balance after June 24, 2007, during a budget impasse?

Yes. All Corporate Government Cardmembers 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 penalties and late fees on unpaid account balances after June 24, 2007, during the budget impasse.** Corporate Government Cardmembers' 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, 2007. 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 Government Corporate Cardmembers' credit history if their account balance after June 24, 2007, remains outstanding during the budget impasse. American Express will retain all credit information within American Express and will work with each Government Corporate 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 Government Corporate Card account balance every month, is my account in jeopardy of being suspended by American Express?

No. American Express will not suspend Government Corporate 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.

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 the [Application](#) and fax it to Asni Tefera at 916-227-8662.

If any changes to American Express' payment policies occur, a Travel Information & Policy e-mail will be issued.

If you have questions regarding this information, please contact Asni Tefera at (916) 227-9330.

Please visit [Caltrans Travel Guide](#) for the Department's detailed travel policies.

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail Gilbert_Petrissans@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.