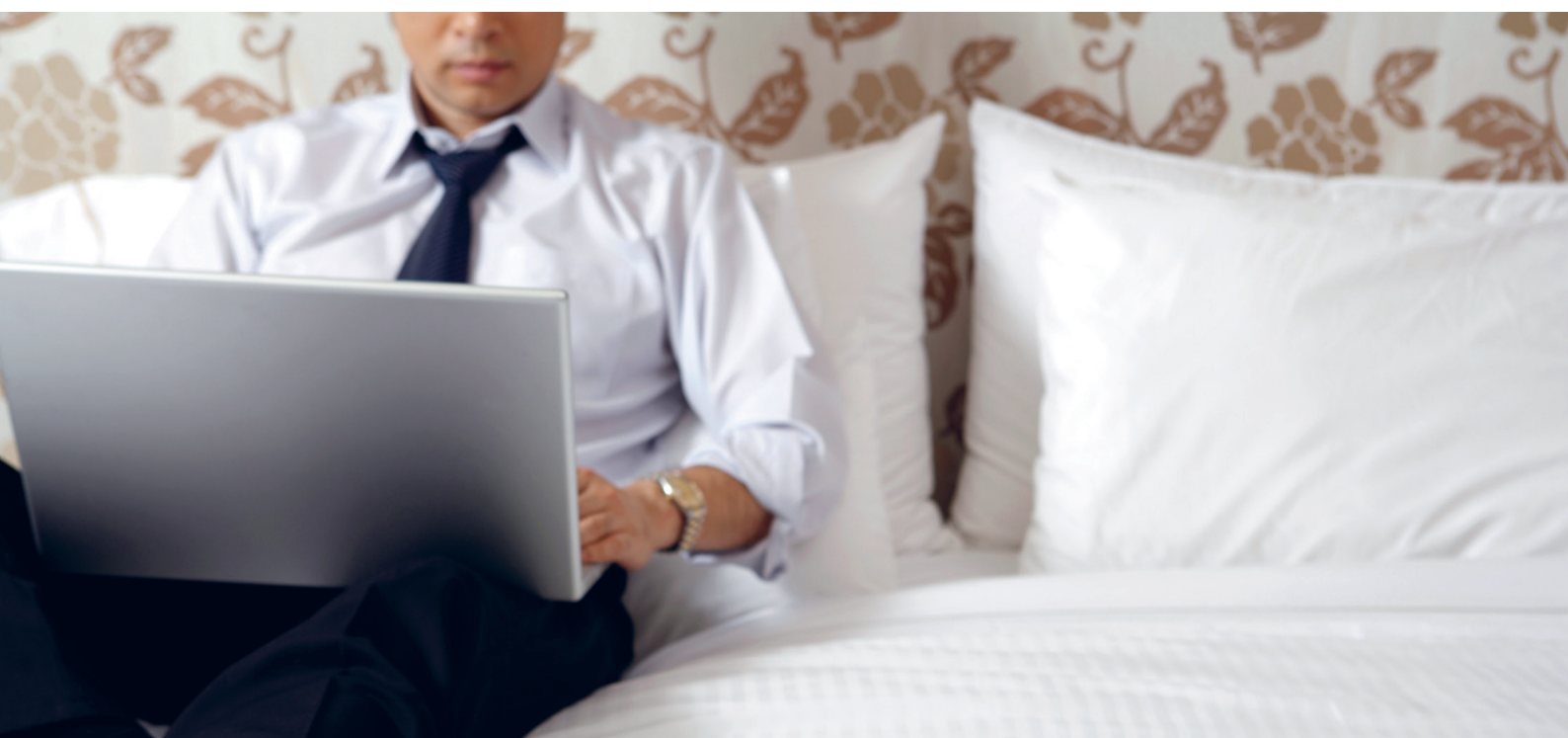


# The American Express® Business Travel Account

Central travel purchasing lodged with your preferred travel agent



Payment solutions that save time and money.



Designed to charge your Company travel expenses through one central account held with your travel management company, the American Express Business Travel Account consolidates all your invoices into one clear statement. Electronic statements are also provided, helping you to increase efficiency and reduce paperwork.

## American Express® Business Travel Account

Would you like to settle your travel charges through a lodged account and profit from simplified administration?

American Express Business Travel Account helps save time and money.

### Save Time

To make your life easier, the BTA gives you one consolidated statement or file with detailed transaction data, thus removing the need to process multiple invoices. American Express also ensures implementation is quick and simple by working closely with your Travel Management Company.

### Save Money

By having a consolidated view of your organisations' travel costs, the BTA enables you to hold more effective price negotiations with vendors. You can also look forward to improved cashflow, with interest free extended credit. Another financial advantage is that it provides business travelers with complimentary business travel inconvenience and business travel accident cover.

### Maximise Control

A consolidated statement provides you with greater visibility into your travel expenses and gives you the benefit of centralised approval and payment of invoices. This enables you to monitor your employees' overall travel expenses in a simple and effective manner using rich data and your own tailored reporting or reference fields.

### Also benefit by combining the BTA with tools such as:

- Billing Support Files (electronic invoice data)
- American Express @Work (web-based management information)
- all common expense processing software tools

### The most important benefits

- Simplified administration through central billing
- Enhanced travel data including origin and destination
- Flexible billing option
- Comprehensive insurance benefits for travelling employees
- Interest free extended credit

