



Subject: American Express Individual Government Card	Number: TIP 11-002 Date Issued: January 12, 2011
References: Department of General Services Travel Bulletin 10-01-R	Expires: Until Rescinded

Purpose The purpose of this Travel Tip is to remind employees of their responsibility to ensure the prompt payment of their American Express Individual Government Card. Accounts must be paid in full each month and kept in a “current” payment status. These accounts must be maintained in good standing to prevent account closures and credit restrictions.

Implementation American Express accounts should be paid to a “current” status each month by paying the balance in full by the payment due date. As a general policy, if the account falls behind to 60 days past due or more, American Express has the authority to suspend and/or cancel the card.

In order for cardholders to access their statement, they must enroll and register under the American Express “Manage Your Card Account” (MYCA). Once the accounts are registered in MYCA, a monthly “Statement Ready” e-mail notification will be sent 1-2 days after the statement closing date of the account.

Usage Reminder The American Express Individual Government Card is to be used **ONLY** for **actual and necessary business travel expenses** which are reimbursable by the Department of Transportation. No personal purchases are allowed.

Minimum Requirements American Express requires all cardholders to either travel a minimum of 5 times per year or incur a minimum of \$5,000 of travel expenses per year. Cardholders may contact the Travel Policy Section to cancel the account if the minimum requirements cannot be met.

Questions If you have questions regarding this information, please contact Katie Kennedy at (916) 227-8652. To view the Department’s travel policies, please visit the [Caltrans Travel Guide](#).

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail Katie.Kennedy@dot.ca.gov. TTY users may also call (800)735-2922.