

American Express Business Travel Account

Sonoma State University has recently established a **Business Travel Account (BTA)** with American Express. This is a centralized billing system used to purchase airline and rail tickets for university travelers on official business travel.

Currently there are two approved methods of payment for **contract airfare**.

- An American Express Corporate charge card issued in the name of an individual employee.
- A state agency (university) check made payable directly to the airline.

The Business Travel Account is new “cardless” method of purchasing **contract airfare** that we may begin to use for the following type of University travelers:

- a. New Employees (who have not applied or received their AMEX corporate card yet);
- b. infrequent travelers (travel on University business only once a year);
- c. employees who do not qualify for AMEX corporate card; and
- d. student employees.

The two travel agencies that we can use the new Business Travel Account with are:

Just Corporate Travel
510 5th Street
Santa Rosa, CA 95401
(707) 525-5100

Rohnert Park Travel
6555 Hunter Dr. Suite 1
Rohnert Park, CA 94928
(707) 585-0454

PLEASE NOTE: Only **contract airfare** needs to be purchased according to one of the above approved methods of payment. All other airfare that is booked with non-contract carriers or between pair cities that are not on our current Contract Airfare list can be paid with cash, personal check, personal credit card or university check.

Customer Services will notify the departments on campus of this new program on an “as needed” basis. Sixteen individual account numbers have been established for the various departments.

How the BTA program will work.

1. A department or employee will contact Customer Services requesting contract airfare for an employee who does not have the AMEX corporate card. Customer Services will tell them to go ahead and make the airline reservations with Just Corporate Travel or Rohnert Park Travel. The department should tell the travel agency that someone from the Customer Services Center will be calling them with a BTA account number to charge the airline expense.
2. The department should immediately send Customer Services a Quick Mail message giving the details of the reservation (name of traveler, date and time of travel, airline, pair cities and authorization to charge the airfare expense to a **FRS account number**. Customer Services will maintain a **BTA log book** that records the above information when it is received from the departments and will file a copy of the Quick Mail message in the log book for back up purposes.
3. Customer Services will call the travel agency and give them the appropriate BTA account number.
4. The travel agencies will be paid directly from American Express. Once a month American Express will send a consolidated invoice to SSU, Attn: Customer Services. Customer Services will verify the charges and approve the invoice for payment. The BTA charges will appear on the departments FRS monthly statement with American Express in the vendor field and the name of the employee in the encumbrance field.