Travel Charge Cards Provide by American Express

- Please contact Melissa Anderson to obtain a travel charge card provided.
- The State encourages travelers to use the travel charge cards instead of receiving travel advances.
- The State requires that travel charge cards only be used for reimbursable travel expenses while conducting official State business. Charging personal items on the travel charge card is not permitted by the State.
- Charging only those personal expenses that cannot be reasonably separated from reimbursable expenses is permitted. Such expenses must be paid from the cardholder’s personal funds within the payment terms specified by the travel charge card vendor. Examples of these expenses include a personal phone call included in a lodging bill or a spouse's dinner included in a restaurant bill.
- Retain actual receipts for charge card purchases since travel expense reimbursements will not be made from charge card statements or tissue receipts.
- Receive travel charge card bills and pay card balances when due. Any late fees or finance charges are the responsibility of the cardholder.
- The travelers are responsible for paying charges on their travel charge cards. Submit a Travel Expense Reimbursement Voucher to obtain State reimbursement in time to pay the card bill within the travel charge card vendor’s timeframe.