



*Business Matters@ Sac State*

***Topic: American Express Government Travel Card and Possible State Budget Impasse***

Date: June 6, 2008

To: Deans, Associate Deans, Department Chairs, Directors, Managers and Campus Business Partners

From: Susan Johnson, Director of Accounts Payable and Travel

**Important notice about American Express Government Cards**

Since the American Express Government Travel Card is used heavily by many California state agencies, the American Express Corporation is concerned about the potential impact of a State of California budget impasse. While American Express is committed to keeping the Government Cards activated to meet State traveler needs in the new fiscal year, they have notified all state agencies of a more stringent practice on individual card suspensions. **Specifically, delinquent personal American Express accounts (past due as of the June 25<sup>th</sup> billing statement) may be suspended until the entire balance is paid in full.** Card holders are responsible for ensuring their individual American Express card charges are paid on time and their account is kept in a “current” status.

Sac State will continue to quickly reimburse travelers for business costs incurred and submitted on an approved and complete travel claim. We are able to continue travel reimbursements without a state budget because of recent legislation changes on how the CSU does business.

**Contact Information**

If you have questions about your individual American Express Government account, please contact them at the phone number listed on the back of your credit card. If you have any questions or concerns about travel reimbursement or about this notice, please contact the Accounts Payable Office at x86476, or email at [sactravel@csus.edu](mailto:sactravel@csus.edu); or myself at [sjohns@csus.edu](mailto:sjohns@csus.edu), or x87444.

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