



Business Matters @ Sac State

Topic: American Express Government Travel Card Statements Going GREEN!

DATE: June 9, 2009

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

FROM: Susan Johnson, Director of Accounts Payable & Travel

In an effort to eliminate paper, streamline access to your statement and offer you a more efficient billing and payment tool, the State of California and American Express are reengineering this process, giving you a more vital way to manage your State Government Travel Card. Effective June 25th, you will no longer receive a paper statement in the mail for the American Express Government Travel Card. (Please note, this change is for the AmEx Travel program only, not for the ProCARD program.)

To receive your monthly billing statement electronically you must be enrolled in Manage Your Card Account (MYCA), the secure account website from American Express. If you are not enrolled in MYCA, you must enroll in MYCA immediately. ***Failure to do so may result in you missing an electronic statement delivery and becoming delinquent in payment.***

How to Enroll

For your reference, have your Government Travel Card available. Go to americanexpress.com/register and click “Continue” to begin registration.

1. Create a user ID and password.
2. Enter the Card account number and Card ID in the appropriate spaces.
3. Enter security information and a valid e-mail address.
4. Select account alerts you may find helpful, such as Payment Due or Payment Received notifications.

Once enrolled, each month you will automatically receive an e-mail notification with a link to your newest statement.

How to View Your Online Statement

Viewing your current and past statements is easy with the MYCA site.

1. Go to *americanexpress.com* and log in using your User ID and Password. Make sure “Cards – View and Pay Bill” is selected in the drop-down menu.
2. Click on the image of your Corporate Card. The screen will expand to show more options.



3. Click Online Statements. On the Card Activity page you can view merchant details, pull up charges from previous statements and more.
4. To download your Online Statement, click View Your Billing Statement. The Download Billing Statement page will display links to PDF versions of all your statements for the last six months.
5. Click View/Download for the most recent statement and either select Open to launch the PDF or Save to save a copy to your desktop.
6. If you have any difficulties enrolling in MYCA you may call 1-800-AXP-1234.

Enroll TODAY so that you can begin experiencing and appreciating the speed, convenience and simplicity of online statements from American Express.

Contact Information

If you have any questions or concerns about travel reimbursement or about this notice, please contact Accounts Payable at x8-6476, or email at sactravel@csus.edu or myself, Susan Johnson, at sjohns@csus.edu, or x8-7444

