



**DON'T** *do business* **WITHOUT IT™**

AMERICAN EXPRESS

# COMMUTE YOUR BUSINESS TRAVEL EXPENSES.

The American Express®  
Business Travel Account

The Business Travel Account (BTA) consolidates your company's travel expenses into one centrally billed Account, enhancing visibility, improving control and helping you to save time and money.

#### TRAVEL DATA AND DATA QUALITY

American Express takes transaction data directly from your Travel Management Company so you get the details you need to reconcile your expenses and pay.

#### TOTAL FLEXIBILITY AND CHOICE

Benefit from a choice of statement dates, frequency, and reference field capture.

- Weekly, bi-weekly or monthly statements to suit your reconciliation and payment processes. Transaction Fees appear together with the charge making it easier to reconcile the statement.
- Online statements available 24/7.
- Reference Fields allow various references to appear on the statement (such as Cost Centre and Project Codes).
- Statement date is flexible and can be chosen to suit your company's reconciliation processes.

#### COST SAVINGS

Get up to 55 days to settle your payments.

#### E-INVOICING

Receive your statements electronically through the designated network. You can choose whether you want a single invoice from a certain time period including all transactions, an invoice separated by cost centre, or an invoice separated by individual travel.

#### BTACONNECT

An innovative online platform where you can download your invoices in a convenient PDF format. The data includes all data needed for your company's reconciliation processes. In BTAConnect you can also search for a single transaction, download your invoice in Excel for easier reconciliation, as well as customize the level of data you need.

#### BILLING SUPPORT FILE

A file that includes a list of all transactions on your account, either sent to you daily or per invoice period. Perfect for uploading in your expense voucher systems or for reconciliation purposes. The file is delivered in ACSII or CSV format.