

Payment Guide

Invoice Per Cost Center

American Express Business Travel Account (BTA)

Payment instructions and References

To be able to allocate your payment correctly it is essential we receive the full payment with correct payment references from you. Please ensure the following:

- ❖ Please send one payment per invoice.
- ❖ Statements are to be paid in full.
- ❖ Please quote your invoice number as your payment reference.
- ❖ Payment should be made to American Express as advised on your invoice.

Credit statements can be handled in different ways. Please liaise with Customer Service for the best solution.

General Information

The payment will not be credited to the account until the payment has been received and reconciled against the accounts. The payment is considered received when at the disposal of American Express. Therefore payment must be received by your due date, as advised on your invoice.

Payment from a Danish Bank Account

Address American Express
DK-1368 København

Account Number Giro Account: 81985456

Cross Border Payments

Address Danske Bank
Holmens Kanal 12-24
DK-1090 Copenhagen K

Account Number Bank account: 3001-3001901001
IBAN: DK64 3000 3001 9010 01
SWIFT: DABADKKK

Contact Us

For questions regarding bookings, missing delivery notes or copies of delivery notes please contact your travel office. For all other questions please contact BTA Customer Service on kundeservicedk@aexp.com or by phone **+45 70 20 44 99**.