

Payment Guide

Consolidated Invoice

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 allocated by American Express. Therefore payment must be received by your due date, as advised on your invoice.

Delayed Payment charges are applied on your account if payment is not received by the due date as per your contracted payment terms.

Payment from a Finnish Bank Account

Address	American Express Danske Bank Hiililaiturinkuja 2 00075 DANSKE BANK
Account Number	FI0780001870634095

Cross Boarder Payments

Address	American Express Danske Bank Hiililaiturinkuja 2 00075 DANSKE BANK
Account Number	Account number: 800018-70634095 IBAN: FI0780001870634095 SWIFT (BIC): DABAFIHH

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 btafinland@aexp.com or by phone **+358 (0)9 6132 0480**.