

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 Swedish Bank Account

Address	American Express SE-106 82 Stockholm
Account Number	Bank giro: 5117-1049

Cross Boarder Payments

Address	Svenska Handelsbanken Box 7190 SE-103 88 Stockholm
Account Number	Bank Account: 6137-181 215 268 SWIFT (BIC): HANDSESS IBAN: SE32 6000 0000 0001 8121 5268

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 btasweden@aexp.com or by phone [0771-29 53 80](tel:0771-295380).