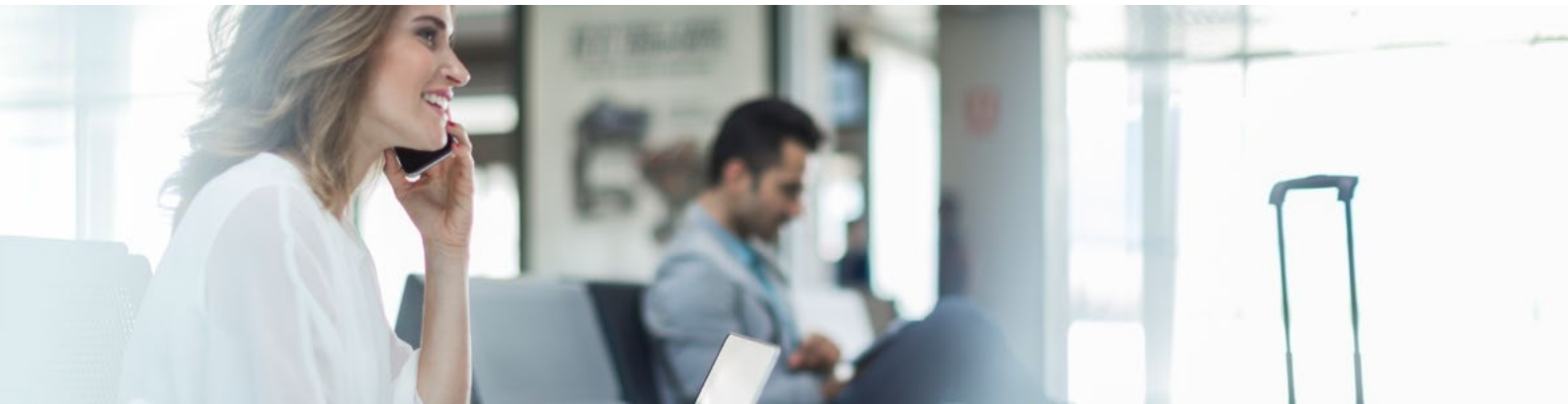


# BUSINESS TRAVEL ACCOUNT

The American Express® solution  
for travel managers

**AMERICAN  
EXPRESS**



## FOR EFFECTIVE MANAGEMENT OF YOUR BUSINESS TRIP EXPENSES

All your professional travel expenses are centralised in a single account at your travel agency.

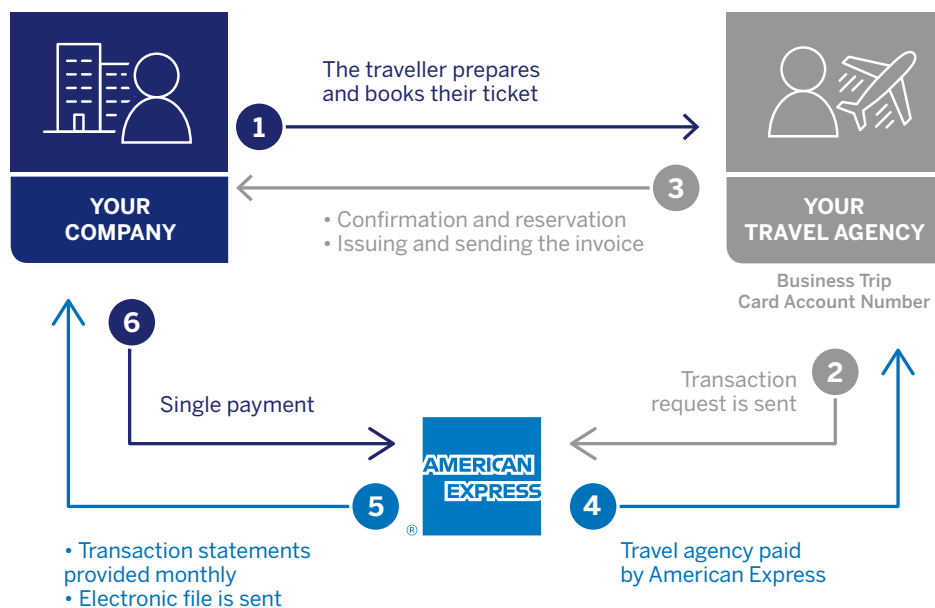
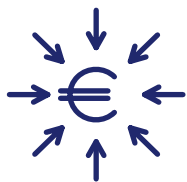


### OPTIMAL MANAGEMENT OF YOUR TICKET EXPENSES

- ▶ Simplified administrative procedures with full summary of your spending in a detailed statement
- ▶ Improved monitoring and visibility of your ticket expenditure (aeroplane, train etc.)
- ▶ Significant savings

### SIMPLIFIED MANAGEMENT

- ▶ Single, centralised payment and a Payment period of up to **58 days**
- ▶ Automated integration of your statements into your accounting system

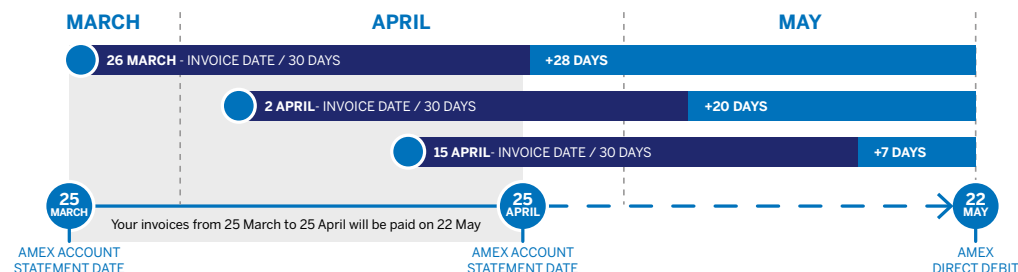


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## IMPROVED OPTIMISATION OF YOUR CASH FLOW



## ONLINE MANAGEMENT

Online services for Business Travel Account (BTA) include both the electronic statement service and the BTA Connect feature. All your transactional data are stored automatically in the same place.

- ▶ A simple and effective system to help you save time and optimise your accounting processes
- ▶ Secure access 24/7 to your statements and transactional data
- ▶ Centralised online system to communicate with American Express and your travel agency



## SECURE TRIP FOR YOUR BUSINESS PARTNERS\*

- ▶ **Travel Accident Insurance\*** : travellers are insured for travel accidents 24/24 for up to 60 consecutive days
- ▶ **Inconvenience Insurance\*** : cover and compensation for delayed flights and luggage and for missed connections

**Legal Mentions** : Insurances are taken out with Chubb European Group SE, Belgian branch, Chaussée de la Hulpe 166, 1170 Brussels, company number BE0867.068.548, registered at FSMA, NBB code 3158. Country of origin: France. Assistance is taken out with Inter Partner Assistance SA (branch of Belgian establishment), Avenue Louise 166, 1050 Brussels, RPR/RPM Brussels 0415.591.055. FSMA number: 0487. Country of origin: Belgium.

Please consult the following documents at any time:

- the General Insurance Conditions relating to the Cards and other Corporate Products (French or Dutch)
- the insurance product information document (IPID) - (French or Dutch)

Insurances related to the Cards and other Corporate Products, governed by Belgian law, are taken out with the aforementioned insurers by American Express Europe S.A. Belgian branch as part of a group insurance, for the benefit of the Cardholders, for a period of one year, tacitly renewable. They are also conditional on the validity of the Card.

Do you want to file a complaint?

Our complaints department and the insurance ombudsman are happy to help you. Insurance Ombudsman -35 Square de Meeûs 1000 Brussels Fax: +32 (2) 547 58 71 In French, [http://www.ombudsman.as/fr/complaint/for\\_m.asp](http://www.ombudsman.as/fr/complaint/for_m.asp), and in Dutch, [http://www.ombudsman.as/nl/complaint/for\\_m.asp](http://www.ombudsman.as/nl/complaint/for_m.asp).

Plus d'infos : <https://www.americanexpress.com/be/documents-corporate>

Meer informatie : <https://www.americanexpress.com/be/corporate-documenten>

Please contact your American Express Account Manager to find out more or visit our website [www.americanexpress.be.lu](http://www.americanexpress.be.lu)

\*Insurances are optional (depending on the Corporate Card Solution chosen by the Company for its beneficiaries).

You will find all the General Terms and Conditions and Corporate Card Insurances on our website.

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