AMERICAN EXPRESS

American Express @ Work® Business Travel Account Statement User Guide

October 2023

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Access to Business Travel Account Statement



Statements & Payments

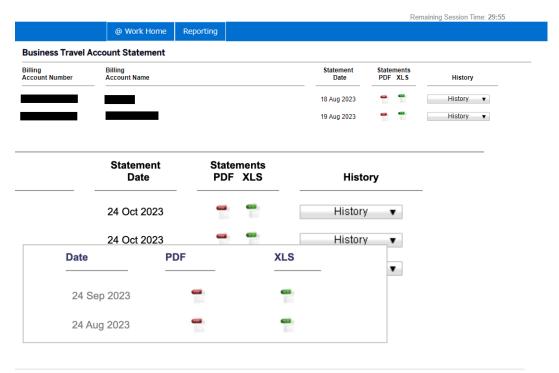
Business Travel Account Statement 1. Click the URL below to access @Work

https://atworkhp.americanexpress.com/ATWORK2/?marketCode=010

- 2. Enter your user ID and password
- 3. Click "Log in"
- 4. Click "Business Travel Account Statement" to move to download page



Download Business Travel Account Statement 1



- 5. The list will be screened as this image
- 6. Click the "PDF/XLS" button (Red and Green) of required Report Month to download
- 7. Click "History" to download statement files of the previous month or older ones

About Downloadable File Formats

PDF File: It contains same information as conventional paper statements. Please use it as an online statement. Excel File: It contains same information as conventional BTA reports. It can be sorted, filtered and otherwise processed to suit your needs.

Download Business Travel Account Statement 2

When the Statement Files are available on @ Work

Business Travel Account Statement will be created once a month and by 4 - 6 business days from cut off date. Please note that it may take more time if it falls on a holiday or national holiday. You will receive an email notification from @ Work when your statement is ready. You can log in to @ Work from the link in the email.

e.g.) If the enrollment date is August 1st and first cut off date is 18th, please download after August 22nd – 26th

If you need to change the registered recipients of Business Travel Account Statement, you are required to register new recipients via @Work. You can submit your request from below URL.

https://atworkenrollment.americanexpress.com/

For @ Work login and downloading Statement files, or regarding the content of Statement and Business Travel Account product, please contact our Japan Business Travel Account (BTA) Team.

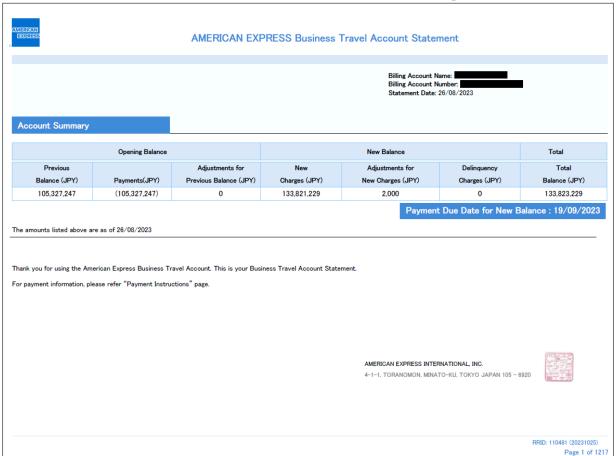
Japan Business Travel Account (BTA) Team

(9:00 a.m. - 5:00 p.m., Monday through Friday, except holidays)

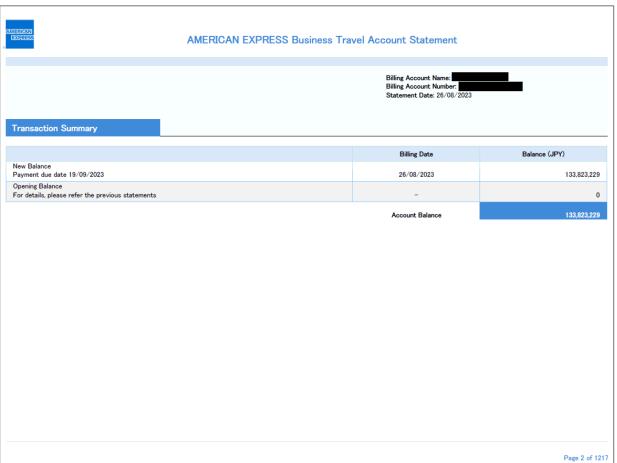
TEL: 03-6625-9110 / E-mail: japanbta@aexp.com



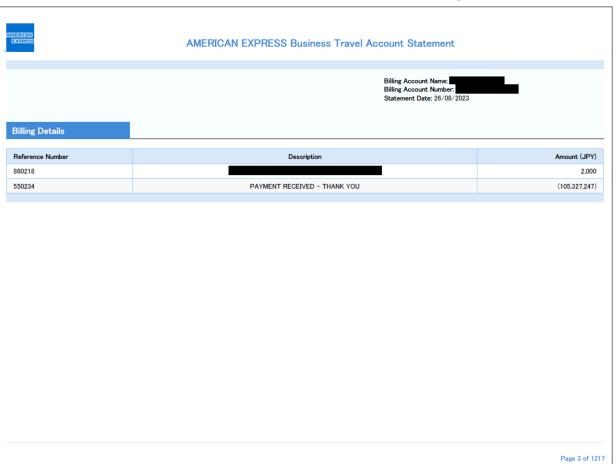
Sample of Consolidated Statement 1 (English)



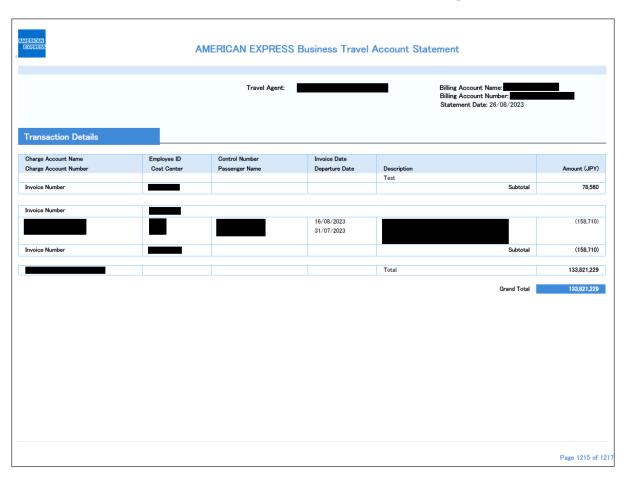
Sample of Consolidated Statement 2 (English)



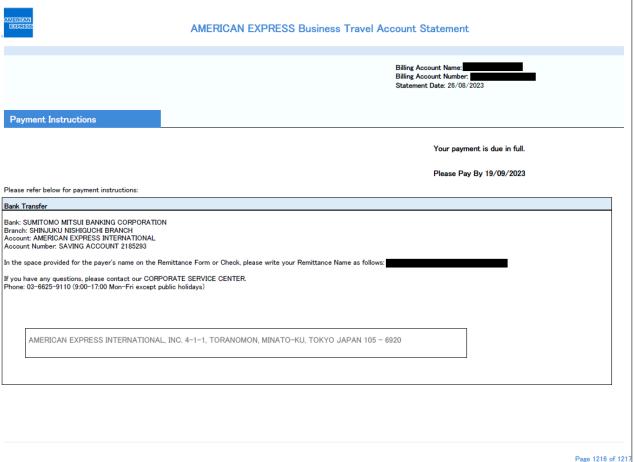
Sample of Consolidated Statement 3 (English)



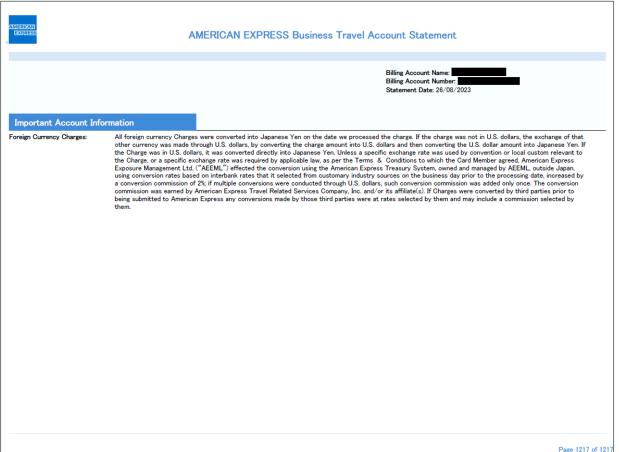
Sample of Consolidated Statement 4 (English)



Sample of Consolidated Statement 5 (English)



Sample of Consolidated Statement 6 (English)



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Sample Notification Email (English)

Subject: Important Information regarding your American Express Business Travel Account Statement

Click here if this email does not display properly





Dear Sir/Madam.

Your Business Travel Account (BTA) statement* is now available on American Express @ Work for you to view and download.

View My Statement

"Statement is generated with 0 (zero) balance if there are no transactions.

If you require assistance with American Express @Work or have any questions regarding your statement, please contact Corporate Servicing on 03-6625-9110 (9:00 - 17:00 Mon-Fri, closed Sat/Sun/holidays, press "1" after guidance).

Yours sincerely,

American Express International, Inc.

This email was sent to you by American Express Customer Service to provide important information about your account and/or online products and services for which you are registered. You may receive customer service emails even if you have requested not to receive email marketing offers from American Express. For details on our email practices, please visit the American Express Privacy Statement

at: https://www.americanexpress.com/japan/contents/legal/security/online_privacy_statement.shtml

Please do not reply to this message. This email was sent from a notification only address that cannot accept incoming email.

To change your email address, please download the "Change of Authorizing Officer and Contact Person Form" from bere.

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