



## American Express® Executive Corporate Card

Above and beyond the standard benefits of American Express Corporate Cardmembership, the Executive Corporate Card offers the expertise of a dedicated travel desk to make or change travel arrangements when appropriate and to advise and handle problems that arise on the road. Other special features, such as a Concierge service, are designed to ease the often hectic lives of frequent business travelers – from assisting with impromptu meeting arrangements to finding the perfect gift for a client.



### What is the Executive Corporate Card?

The American Express® Executive Corporate Card is an enhanced Corporate Card intended to provide Cardmembers with a secure and comfortable travel experience. The Card is designed specifically for frequent domestic business travelers. In addition to offering the convenience of the Card as a tool to manage business expenses, the Executive Corporate Card also provides access to a dedicated customer service team. This team supports Cardmembers on the road or in the office, and also assists with travel upgrades and other benefits.

### How does the Executive Corporate Card work?

Program Administrators recommend eligible employees for enrollment in the Executive Corporate Card program. Once enrollment forms are completed by individual employees, Cards are issued along with information outlining the value added services available to Cardmembers.

### How do your company's frequent business travelers benefit?

As with all American Express Card products, your executives will enjoy global acceptance and superior customer service. Additionally, Executive Corporate Cardmembers receive the following enhanced business and travel services:

#### Worldwide Customer Card & Travel Services

- **American Express® Executive Service Desk** — Our staff of dedicated professionals is available 24 hours a day, 7 days a week, to provide any assistance you require from anywhere in the world.
- **Worldwide Travel Service Network**<sup>1</sup> – For convenient travel services, visit one of more than 1,700 American Express® Travel Service locations in over 130 countries worldwide.
- **Assured Reservations**<sup>2</sup> – Use your Executive Corporate Card to book your hotel room and it will be held for you until your checkout time the following day. This guarantee is honored at over 10,000 hotels and motels in the U.S. and Canada.
- **Global Assist**<sup>®3</sup> – When you are more than 100 miles from home, rely on our exclusive Global Assist Hotline in the event of an emergency. The extraordinary services of the Global Assist Hotline have helped Executive Corporate Cardmembers avoid considerable expense and anxiety.
- **Emergency Card Replacement** – If you need a lost Card replaced quickly, the Executive Service Desk will arrange to have a new one in your hands – usually by the next business day. The card can be delivered to you overnight or held for you at the nearest American Express Travel Service location.
- **Preferred Extras Air Savings Program**<sup>4</sup> – Get access to significant pre-negotiated savings ranging from 5-40% with major domestic and international carriers through this exclusive program.
- **The Preferred Extras Hotel Program** – Designed to deliver extra savings, extra services and extra value to your hotel-booking experience, the Preferred Extras Hotel Program provides Cardmembers with the best available unrestricted business rates, room discounts and special amenities at 11,900 hotels worldwide, with discounts of 5-10% less than the best available unrestricted rate:
  - Extra Savings – By delivering the best available unrestricted business rates
  - Extra Service – With additional amenities, such as free breakfast and free internet access, at many hotels
  - Extra Choices – With bookings at preferred properties in 85 countries and 1,500 cities worldwide

- **Car Rental Privileges** – Save time through fee-free memberships in Hertz #1 Club Gold®, Avis Preferred® Select and the Emerald Club from National Car Rental®. Once enrolled, you can bypass lines and paperwork and go right to your car. Hertz also provide special rates and upgrades when you rent a compact through full-size car.
- **Check-Cashing Privileges**<sup>5</sup> – Cash a personal check up to \$5,000 every 7 days at Travel Service locations in the U.S. – or every 21 days overseas.
- **Concierge Services** – Obtain services from an expert staff, 24 hours a day, to help you or your assistant with ordinary duties to extraordinary tasks. If you need restaurant suggestions and reservations, have left a document back at the office, need to reserve a conference room for a meeting or want to send a gift or flowers to an associate, the Concierge Service is there.

#### Financial Services

- **Flexible Spending Privileges**<sup>6</sup> – With the Executive Corporate Card, there is no pre-set limit on your spending.
- **ATM Access** – If your company participates in the Corporate Express Cash program, you can use the Executive Corporate Card for cash access at over 600,000 Express Cash ATMs around the world.
- **Corporate Travelers Cheques** – If your company participates in the Corporate Travelers Cheques program, you can order Cheques by phone to be delivered directly to you. American Express Corporate Travelers Cheques are an easy way to pay for expenses that you cannot charge to the Executive Corporate Card.

#### Insurance Services

- **Business Travel Accident Insurance**<sup>7</sup> — Executive Corporate Cardmembers are automatically entitled to Business Travel Accident Insurance, which provides \$400,000 door-to-door coverage for business travel on a scheduled common carrier and \$150,000 for personal travel.
- **Baggage Insurance**<sup>8</sup> – Cardmembers are also entitled to the American Express Card Baggage Insurance Plan, which provides reimbursement of up to \$500 for checked luggage and \$1,250 for carry-on luggage.

#### Managing Your Account

- **Online Services**<sup>9</sup> – This service makes managing your Executive Corporate Card account simple, convenient, and secure.
- **Quarterly Statement Reports**<sup>10</sup> — Quarterly Management Reports are your all-in-one reporting, tracking, forecasting, reconciliation, and tax tool. Every 3 months, you will receive a new Quarterly Management Report in which their individual expenses for the past quarter and the year-to-date are broken down into nine different expense categories, simplifying expense management.

#### The annual fee for the Executive Corporate Card is \$100.

- 1 **Worldwide Travel Services Network.** Not all services are available at all locations. All services are subject to local laws and cash availability.
- 2 **Assured Reservations.** If your plans change, call the hotel before 6pm (4pm at resorts) on the day of arrival or you will be billed for one night. Be sure to get a cancellation number for your records.
- 3 **Global Assist**<sup>9</sup>. You must arrange all medical and visitor transportation. As Global Assist is an assistance service, we cannot reimburse you for expenses you incur on your own. Please refer to the Global Assist Summary of Coverage for additional details and restrictions.
- 4 **Preferred Extras Air Savings Program.** Travelers will have access to discounts of 5-40% on a wide range of domestic and international airlines. Discounts are based on specific fare classes and availability at the time of booking. Usage limited to four times per year per carrier.
- 5 **Check-Cashing Privileges.** When cashing personal checks at American Express Travel Services locations, you will receive up to \$200 in cash, the balance in American Express Travelers Cheques, subject to cash availability and local regulations.
- 6 **Flexible Spending.** Please note that some Corporate Cards may carry specific usage guidelines at the request of your company, or at the discretion of American Express.
- 7 **Business Travel Accident Insurance.** Coverage subject to terms, conditions, and exclusions of Policy 6477-82-04. Coverage underwritten by Federal Insurance Company (a member of the Chubb Group of Insurance Companies), 15 Mountain View Road, Warren, New Jersey 07059. The spouse/domestic partner and dependent children of the Covered Person are covered when traveling with the Covered Person on business and at the request and expense of the Sponsoring Organization, and when separate Covered Transportation Costs are charged for the spouse/domestic partner and dependent children.
- 8 **Baggage Insurance.** Coverage subject to terms, conditions, and exclusions of Policy AX0400. Coverage underwritten by AMEX Assurance Company, Administrative Offices, De Pere, WI.
- 9 **Online Services.** All Corporate Card accounts are eligible to enroll in Manage Your Card Account. Use of Pay by PC and Expense Report Services is subject to your company practices and policies.
- 10 **Expense Report.** Standard Expense Report applies only to the Corporate Card and the Executive Corporate Card. Check with your program administrator or Accounting Department to see if your company has approved this expense report form.

Information contained herein is current as of 2008.