

Telecom Solutions

One of the fastest-growing expense categories for corporate travelers is telecommunications. Travelers report they are spending more time on the phone while on the road than ever before, and they are communicating in more ways than ever: by wireless phone, pay phone, pager, PDA, modem and fax. Internet and e-mail access costs are growing quickly as well. The increase in travel and entertainment-related calls has a direct impact on the cost of doing business, as well as the indirect costs incurred by accounting for these charges.

What is Telecom Solutions?

Telecom Solutions is a billing and payment option that allows travelers to have all telecommunications charges billed directly to an individual Corporate Card account. All phone charges, whether made via a calling card, wireless phone, pager, for Internet access or for long distance charges from a virtual office, are listed in a separate "telecom" category.

There is no fee to add Telecom Solutions to an American Express® Corporate Card program.

How does Telecom Solutions work?

Bills from various calling card systems, wireless phone and pager service providers, and long distance carriers are linked at the request of the Cardmember to his or her Corporate Card. Monthly statements always include a total of telecom charges; some service providers also list individual call charges on the statements, as noted below:

- Cardmembers using AT&T Corporate Edge (SDN, VTNS, Uniplan and SBR calling plans) and Verizon Directed Billing (VNET, Vision calling plans) **calling cards** receive call detail on monthly American Express Corporate Card statements.
- Total monthly **long distance charges made from virtual offices** appear on the Corporate Card statement. Call details are available from the service provider. Nearly all long distance service providers accept the Corporate Card for payment.
- **Wireless, paging and cable** service charges are billed to an American Express Corporate Card at the request of the Cardmember. Card statements include total monthly charges; call details are provided directly to the Cardmember by the service provider.
- **Internet access** may also be billed to the Corporate Card. The total monthly charge for an Internet account appears on the Corporate Card statement. Detailed billing information is available online from the Internet service provider.

How does your company benefit?

There are two major advantages of directing telecom charges to travelers' Corporate Card accounts. The first is simplified administration. The second is greater access to spending information, which ultimately leads to better control over expenses.

Specifically, Telecom Solutions enables your company to:

- Establish company-wide telecom policies to better control expenses;
- Reduce paperwork by eliminating reconciliation of cumbersome direct bills;
- Receive comprehensive management information reports on telecom spending across a division, department or the entire company;
- Negotiate better rates with suppliers based on accurate call volume and spending data;
- Reduce and eliminate non-business telecom expenses and personal calls as managers review call details during the expense report approval process; and
- Achieve cost savings of up to 20 percent on calling card programs by emphasizing individual employee and cost center accountability.

How do your employees benefit?

Consolidated billing speeds up the expense report process, and also simplifies the payment and reimbursement process for your employees. Telecom Solutions offers Cardmembers the convenience of:

- Reconciling a single statement
- Segregating personal and business calls easily.
- Eliminating personal checks
- Providing "on time" payments to telecom providers

AT&T Corporate Edge, SDN, VTNS and Uniplan are registered trademarks of AT&T corporation; Verizon Directed Billing, VNET, Vision are registered trademarks of Verizon