



American Express® Corporate Defined Expense Program

Declining Balance Solution for Meetings Spend

Save money and gain flexibility & control through the Corporate Defined Expense Program, where you can customize your own expense management solution.

A Corporate Defined Expense Card or a Corporate Purchasing Defined Expense Card virtually eliminates the need to issue checks, cash advances or pre-paid cards for meetings or project spend.

Control Costs for Your Company

- Reduce exposure to unauthorized charges by selecting and updating expiration dates and changing them in real time
- Control budgetary compliance by determining spending limits and changing them in real time
- Enforce spend policy and meet contractual obligations by limiting card usage to approved vendors and/or industries*
- Increase spend visibility with the ability to view Cardmember transactions and available funds in real time

Drive Savings through Declining Balance Cards

- Improve your cash flow position by eliminating advanced payments - charges are billed on a monthly basis
- Streamline administrative processes by billing all charges to one central contact
- Enhance employee productivity by simplifying account management through American Express @ Work®
- Negotiate better deals from suppliers by receiving detailed reports on company spend
- Assign meeting or project codes to cards for greater ease in tracking spend

Engage Employees with Ease of Payment

- Remove the need for employee reimbursement & out-of-pocket payments, reducing employee liability
- Capture individual account details via central billing - eliminating the need for individual expense reports
- Enable employees to view balances and billed/unbilled transactions online, reducing requests to program administrators for account information
- Allow access to cash through Corporate Express cash program for added convenience**

Examples of CDEP Usage

- Accounts Payable
- Consulting Projects
- Dining Groups
- Education
- Hotel Block Reservations
- Outsourced Projects
- Petty Cash
- Trade Shows
- Virtual Office Expenses

For more information, please contact your American Express account manager.

