

Rollins College
American Express Corporate Travel Card Application

The American Express Corporate Travel Card is provided for your convenience to pay for travel and entertainment expenses related to Rollins College business. The Travel Card largely replaces travel advances, although advances are allowed under certain circumstances such as travel with students and travel lasting 14 days or longer.

Benefits and features of the American Express Corporate Travel Card include:

- Travel Insurance
 - \$200,000 flight life
 - \$1,750 lost baggage
- Worldwide traveler support
- Travel cash advances
 - Up to \$400 weekly
 - Fee is 2.0% plus ATM fee, reimbursable by your department if approved

The Travel Card is NOT a credit card; it must be paid in full each month. The Travel Card is for business use only; personal expenses are prohibited. Submit your expenses promptly on a Travel Expense Report so you receive your reimbursement in time to pay the card. You have until the closing date of the next monthly billing cycle to submit payment.

Please allow up to three weeks to receive your new Travel Card. If you need the card more quickly, please contact the Finance Office at ext. 2125 to discuss expedited processing.

Applicant First Name	Middle Name or Initial	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Office Phone Number	E-mail Address	R-Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Full Name to Appear on Card	Social Security Number
<input type="text"/>	<input type="text"/>

Home Street Address

City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

Billing Street Address (if different)

City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

Supervisor Name	Department	Supervisor Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

I certify that the above named applicant is requesting an American Express Travel Card to facilitate travel in connection with Rollins College business.

Supervisor Signature	Date
<input type="text"/>	<input type="text"/>