

## FasTrak on AMEX Process

If you are using the American Express Business Travel Account (BTA) to pay for FasTrak charges you will need to follow the steps below:

1. Contact the Statewide Travel Program to set up a supplemental number for your toll charges on your BTA.
2. Purchase a FasTrak Toll Tag either online at [fastrak.com](http://fastrak.com) or at a local Costco, Safeway or Walgreens.
3. Register the FasTrak Toll Tag online and input vehicle information.

### How it Works

The amount of money you paid for the FasTrak Toll Tag will be added to your account to be used for future tolls. The system works on a spend down method. The original money paid will be used as a deposit and each time you are assessed a toll charge, that amount will be deducted from your account. FasTrak establishes a baseline amount on your account. Once you reach the baseline amount, the system will automatically reach out to the credit card number on file and charge an average amount of what has been spent so far on the account.

### The Problem

The average amount charged will not match the actual toll charges you will have receipts for on your account. This creates a problem in some departments when you submit your American Express Bill for payment as you will not have back up documentation that matches the charge on your statement.

### The Solution

Have a revolving fund check issued to pay a deposit on your account (in addition to the original money spent purchasing the Toll Tag). This amount should be double what you would expect to pay in tolls each month. Once per week or per month (depending on how much toll activity you have) log onto your FasTrak account and print your receipts for toll activity. Force a payment onto the charge card on file for that exact amount (your BTA supplemental number). This way you will have the back-up documentation to match the charge on your American Express and can submit for payment.

### Warning

Do not let your account dip down to the baseline amount, or you will be charged an average fee which will create reconciliation problems for you and your accounting department. Also, be aware that if you are paying for the tolls using the BTA, there should not be a reimbursement charge on the employees Travel Expense Claim (TEC).