



DEPARTMENT OF GENERAL SERVICES  
STATEWIDE TRAVEL PROGRAM  
**TRAVEL BULLETIN**

**Travel Bulletin: # 13-10**

**Effective Date: November 1, 2013**

**Expiration Date: Until Rescinded**

**SUBJECT:** American Express Government Card Monthly Spending Limits

**PURPOSE:** Notification of Newly Instituted Maximum Monthly Spending Limits on all American Express Government Cards

**REFERENCE:** N/A

<b>Purpose</b>	This Travel Bulletin announces the institution of maximum monthly spending limits that are being implemented on the American Express Government Card Program.
<b>Background</b>	<p>The Department of General Services, Statewide Travel Program (STP), assists government travelers' needs by obtaining the most economical rates and fares available through the use of contracted travel-related services. Among its services, STP offers the Government Card Program (Program) to government employees as a mechanism to simplify their business expenses and purchases while conducting government travel. Specifically, government travelers can facilitate their travel by using the Government Card for business expenses such as lodging, meals, and incidentals. The Program is presently serviced by American Express Travel Related Services Company, Inc.</p> <p>Government Cards are made available through a simple application process to frequent government travelers (or individuals who travel at least 5 times per year) that participate in STP. Upon submittal of a Government Card application to a department Program Administrator, the applicant should receive a Government Card <b>Employee</b> Agreement which also highlights the employee's participation and payment responsibilities.</p> <p>Use of the Program and Government Card is intended for business purposes only; Program participants are expected to pay their Government Card expenses <u>in full</u> within 30 days of receiving a monthly billing statement.</p>

<p><b>Policy</b></p>	<p>To continue to ensure the Government Card is used for government purposes only, the STP is instituting a new monthly maximum retail and spending limit policy within the Program for use of Government Cards.</p> <p>Effective November 15, 2013, the following new limits and restrictions will be placed on all Government Cards:</p> <ul style="list-style-type: none"> <li>○ Maximum Monthly Retail Limits - \$500</li> <li>○ Maximum Monthly Spending Limits - \$5000</li> </ul> <p>The limits will only affect retail charges, such as purchases at department stores, grocery stores and online retail merchants. The limits will not affect charges associated with travel, such as hotels, restaurants, gas stations, baggage fees, etc.</p> <p>If the monthly retail limits do not meet the business needs of an individual, please contact the STP. With the cardholder's managerial approval, and appropriate business necessity, limits can be adjusted on a case by case basis.</p> <p>Any account used for personal purchases or with three (3) delinquencies of 60 days in one (1) year will result in Government Card cancellation. Accounts that are cancelled due to late pay or personal use will not be reissued by American Express without STP authorization.</p>
<p><b>DGS Statewide Travel Program Contract Administrator</b></p>	<p>If you need additional contract information or assistance, please contact:</p> <p>Lori Wasson, Travel Program Specialist  DGS Statewide Travel Program  (916) 376-3992  <a href="mailto:lori.wasson@dgs.ca.gov">lori.wasson@dgs.ca.gov</a></p>
<p><b>Amex Government Program Account Manager</b></p>	<p>American Express – Shawn Campbell, <a href="mailto:shawn.t.campbell@aexp.com">shawn.t.campbell@aexp.com</a></p>