



THE AMERICAN EXPRESS GOVERNMENT CARD APPLICATION IS FOR PERMANENT EMPLOYEES ON UNIVERSITY BUSINESS TRAVEL.

FOLLOW THESE EASY STEPS.

PLEASE READ BEFORE PROCESSING YOUR APPLICATION

1. Click on the American Express application web site. Please contact Eleanor Carpenter at extension 3983 for the access key.
<http://www.americanexpress.com/applyforcard>
2. Follow the step-by-step instructions. The billing address is your home address. Address space will hold up to 15 characters. Please abbreviate if needed. Click on Submit.
3. The application review comes up. Make any corrections and submit for processing.

Confirmation screen appears with current date that your request has been successfully submitted. You may print this page for your records. American Express will route the on-line application to Eleanor Carpenter, Campus Program Administrator, for approval. If you have questions or concerns please call 3983.