



AMEX Corporate Card

The University offers a no fee AMEX Corporate card to employees of the University of Guelph. Print off & complete the AMEX form. Have your Department Head or Dean approve the form and then mail the completed form to Treasury Operations; Attn: Brenda Reynolds.

The completed, approved form will be submitted to AMEX and the corporate card is normally received by Treasury Operations in 5-7 business days. The applicant will be called to pickup the card and sign it out. When the card is received, AMEX will include a package of information outlining the complete benefits of the AMEX card.

Please note that an employee with a Corporate AMEX card is required to submit travel claims, as per usual, with original receipts attached. The University does not pay the AMEX bill.

Click here to view & print the [AMEX Application form](#) [1].

Source URL: <https://www.uoguelph.ca/finance/forms/treasury-operations-forms/outgoing-payments-wire-amex-corporate-card-and-electronic-funds-0>

Links

[1] https://www.uoguelph.ca/finance/system/files/Amex_Ap3new.pdf