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## 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.

**NEW: As of May 25, 2023, we are no longer accepting new Amex card applications. Current cardholders will be notified of next steps by Treasury on or before June 30th, 2023.**

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### Source

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