



## VIRTUAL ACCOUNTS FOR THE REALITY OF TRAVEL.

With constant change in the corporate travel industry, and evolving needs of the travelers, helping clients contain and manage travel spending can be difficult.

- How can you increase revenue by centralizing more of your clients' spending?
- How do you support the increasing demands on travel policy compliance?
- How do you reduce manual processes and increase efficiencies?
- How do you stand out as a premiere travel service provider, providing a positive experience for your travelers?
- How do you reduce the risk of fraud in the digital age?

***The enhanced Business Travel Account from American Express offers a solution—allowing you to centralize more types of spending for more types of your client's travelers.***



# Serve your clients better and save yourself time.



## HELP INCREASE BOOKINGS AND REVENUE BY CENTRALIZING MORE OF YOUR CLIENTS' SPENDING

- With Virtual Account Numbers (VANs) you can enable dynamic, one time use accounts, for low cost carriers and hotel\* spend to one central bill account in addition to all the transactions managed today.
- Capture spending for employees who don't travel frequently or don't have Corporate Cards, and travelers who aren't employees such as job applicants and consultants.
- Help drive online adoption as VANs feature a unique security code and expiration date required by online booking tools.



## HELP SUPPORT YOUR CLIENT'S TRAVEL POLICY

- Minimize out of policy bookings by setting dates, merchant and value amount for each transaction.
- Specify exactly what's included in the supplier notification sent to the merchant for each VAN issued.
- Increase client's visibility of traveler spending as they will receive a single, consolidated statement that contains all Travel Management Company (TMC) invoiced data as well as merchant spend data, for easier reconciliation.



## IMPROVE EFFICIENCY IN YOUR OWN PROCESSES

- Improve Travel Counselor productivity and reduce the need for manual processes to arrange billing for non card holders.
- Increase efficiency as the virtual payment process is integrated into the TMC booking process.
- Save time chasing down reconciliation questions as VANs have a 1:1 ratio VAN to booking and a unique identifier that ties back to the booking.



## IMPROVE THE TRAVELER EXPERIENCE

- Contractors, job applicants and employees without Corporate Cards can travel with fewer out-of-pocket expenses or reimbursement hassles.
- When travelers use the enhanced Business Travel Account for eligible purchases they may be covered by Business Travel Accident Insurance<sup>†</sup>, 24/7 Global Assist<sup>®</sup> Hotline<sup>‡</sup> and Baggage Insurance Plan<sup>◆</sup>.
- Making it easier for the traveler may result in better policy adherence and higher client satisfaction supporting traveler survey results and client retention.

## REDUCE THE RISK OF FRAUD

- Set usage dates and specify a maximum value at the time of booking for each transaction.
- Define traveler data like employee number and cost center on each VAN to increase visibility and tracking.

*A Business Travel Account makes it easier and more efficient to centrally bill travel related expenses benefiting companies, their travelers, Travel Management Companies and suppliers.*



## WHAT'S A VIRTUAL ACCOUNT NUMBER?

- 15-digit digital number
- Has an expiration and security code
- Includes specific usage dates and transaction value
- Allows you to capture client defined data, such as employee numbers and cost centers for each VAN issued
- Is accepted worldwide with most hotels, airlines and other travel merchants
- Is generated from the Business Travel Account

See next page for Terms & Conditions.

\* Currently, to use enhanced BTA for hotel and low cost carrier airline bookings, a third party service provider, with whom your TMC has a separate agreement, is required to automate the distribution of virtual account numbers. American Express has chosen to work with Conferma, an unaffiliated third party, to provide virtual account number services in connection with enhanced BTA.

† Business Travel Accident Insurance: This information is a brief description of the important features of this insurance plan. It is not an insurance contract. Insurance benefits are underwritten by Federal Insurance Company. Coverage may not be available in all states or certain terms may be different where required by state law. Chubb NA is the U.S.-based operating division of the Chubb Group of Companies, headed by Chubb Ltd. (NYSE:CB) Insurance products and services are provided by Chubb Insurance underwriting companies and not by the parent company itself. This insurance is provided to American Express Corporate Cards and Business Travel Accounts in US and US Global Dollar Card programs. Notwithstanding the above, a Client may have negotiated a different benefit amount.

‡ While Global Assist® Hotline coordination and assistance services are offered at no additional charge from American Express. Card Members are responsible for the costs charged by third-party service providers. For full Terms and Conditions, see [americanexpress.com/GAterms](https://americanexpress.com/GAterms).

◆ Baggage Insurance Plan is underwritten by AMEX Assurance Company, Administrative Office, Phoenix, AZ under Policy AX0400, Policy AX0400-PR, Policy AX0400-VI, or Policy BIP-IND. Coverage is determined by the terms, conditions, and exclusions of the Policies applicable to your Account and is subject to change with notice. This document does not supplement or replace the Policies. To be covered, you must pay the entire fare for travel on a Common Carrier (e.g. plane, train, ship, or bus) with your eligible Account. Entire Fare means the full fare cost for a Covered Trip on a Common Carrier. This product provides secondary coverage. This means it pays eligible benefits not paid by any primary insurance that you have. For checked baggage, a written report of the loss must be filed with the Common Carrier.