



Agreement for Use of Saint Louis University American Express Corporate Travel & Entertainment Card

The undersigned Employee (the "Employee") of Saint Louis University has requested an American Express Corporate Card. By signing below, the Employee acknowledges that he/she has read and fully agrees to the following terms governing use of the American Express Corporate Travel & Entertainment (T&E) Card:

1. All charges incurred (including any delinquency or late charges) are the responsibility of the Employee. The Employee is responsible for submitting all business charges for settlement each month or end of business trip whichever occurs first. The University will be responsible for making payment to American Express for all "approved" business expenses charged on the Corporate Card and will reimburse Employee for any remaining "approved" business expenses for out-of pocket payments. In addition, the Employee agrees that if the University pays any amounts owed by the Employee to American Express, the Employee will immediately reimburse the University for any such amounts. Employee hereby authorizes the University to make deductions from the Employee's paycheck or paychecks to recover such amounts determined by the University to be unapproved business expenses. This provision shall survive termination of this agreement and the Employee's employment with the University. Employee agrees to pay any and all costs (including court costs and attorney fees) incurred by the University to collect any sums due to American Express.

2. Employees are **required** to use the American Express Corporate T&E Card for all approved travel and entertainment business expenses (including hotel, car, conference fees, meals, ground transportation, and other approved business expenses where possible).