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| POLICY NAME | AMERICAN EXPRESS (AMEX) CORPORATE CARD POLICY |
| Version | V2.0 |
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PURPOSE AND SCOPE

The McGill University American Express Corporate Card (Amex Card) is a University selected charge card ass. caes. c nnot drawing down on personal lines of credit.

For the purposes of this Policy, "employee" collectively refers to academics, researchers, and administrative staff.

Refer to the Procedures for details regarding the implementation and interpretation of the following policies.

POLICY

P1. Eligibility

P6. Delinquency Charges and Card Cancellation/Suspension

Delinquency fees will be levied on overdue accounts. American Express may deny access to cash dispensers and automatic banking machines to any cardholder whose account is overdue.

American Express will suspend all rights on accounts which are 60 days overdue. The waiver of liability will be invoked by McGill University and the card will be cancelled.

The Travel Desk will advise American Express of the cardholders who are no longer with the University. These cards will automatically be cancelled.

Amex Cards which are not used within a 12-month period will automatically be cancelled by the University.

P7. Membership Rewards Program

PROCEDURES

PR1. Administrative Responsibility

The administration and overview of the American Express Corporate Card are under the responsibility of Transaction Services (Travel Desk) within Financial Services. As such, any