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## Use of the Department American Express Card (AMEX)

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The Faculty of Law's departmental AMEX card may be used for the following:

1. Payment of airline travel for:
  - Non-UBC employed travellers (i.e., graduate students, visiting lecturers, or departmental recruiting)
  - Group travel expenses (i.e., sports travel, field trips, University singers, etc.)
  - Contract employee travel (outside persons travelling on behalf of a University related program)
2. Payment for hotel expenses (when accepted by the hotel) for **guests** of the University.

Please contact the **Administrator (2-6882)** or **Finance Manager (7-3598)** if you require the Departmental AMEX card for any of the above.

Should you require an advance for your travel expenses, please contact Monzur Siddique or Grace Jauod, to make arrangements for a **Travel Advance**.