My Travel - Amex

**Completing User Profile**

Completing your profile and travel preference to book travel through American Express Global Business Travel.

Profile Completion:

1. Using the **WVU Portal page**, *click* on **MyTravel** to access the Amex booking site.

**Amex Account / Profile – Page 2**

1. If you are given a prompt once logged in, *click* on **Go to my profile**.



1. If you don’t receive a prompt, *click* on your *name* in the upper right corner and *select* **Edit My Profile**.

**Amex Account / Profile – Page 3**

1. *Click* through the tabs on the left to navigate through your profile.



1. On the **Traveler Information** tab, some of your information has been populated for you. Verify the accuracy of the data. If any of this information is inaccurate, please reach out to HR to make the necessary updates.

Additional fields will need manually populated and are noted below in YELLOW.

* 1. *Company Information*



**Amex Account / Profile – Page 4**

* 1. *Traveler Information*

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* 1. Global Identification Requirements



* 1. *Address 1*
	2. *Email Address 1*

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* 1. *Phone 1*
	2. Emergency Contact
1. Required fields you must completed on the **Charge Cards** tab are noted below in YELLOW.

* 1. *Charge Card 1*
		1. For WVU PCard holders, the University strongly encourages the use of PCard as the payment method for air, hotel, and rental car expenses for business travel.
		2. For WVU Non-PCard Holders, you would enter in your personal card information.

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1. On the **Travel Arrangers** tab, you can allow other users to arrange your travel. To add a user, *enter* their **First Name** and **Last Name** and *click* on **Search**.
2. *Select* the user and *click* on **Add** to allow that person to arrange your travel.



**Amex Account / Profile – Page 7**

1. On the **Air Preference** tab, you have the *option* to add personal preferences (preferred departure airport, seat, airlines, etc.) and loyalty program information.

While these aren’t required fields, this will assist with booking your preferred flights while taking advantage of earning points.

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1. On the **Car Preference** tab, you have the *option* to add personal preferences (preferred car category, car type, rental agency, etc.) and loyalty program information.

While these aren’t required fields, this will assist with booking your preferred car rental while taking advantage of earning points.



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1. On the **Hotel Preference** tab, you have the *option* to add personal preferences (bed type, hotel brand, etc.) and loyalty program information.

While these aren’t required fields, this will assist with booking your preferred hotels while taking advantage of earning points.



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1. The remaining tabs can be completed based on your necessary travel needs. Some popular fields are:
	1. **Settings**
		* + Preferred Contact Method regarding your trip (i.e., flight delays)
	2. **Travel Documents**
* Passport or VISA information
* Known Traveler Number for TSA pre-screening
1. Once you have completed your profile, *click* on **Save**.

*Please reach out to* *pcps@mail.wvu.edu* *with any questions.*