



American Express Business Travel Account Statement

Bright Ltd.
601 Pacific Highway St Leonards
NSW 2065

Account Name: Bright's Special BTA Dept
Travel Office: TMC Name
American Express ABN: 92 108 962 085
Your ABN: 12 345 678 901

Account Number: 1234-123456-01003
Travel Office Phone No.: 234 567 980
Statement Date: 28 Feb 2010

Account Summary

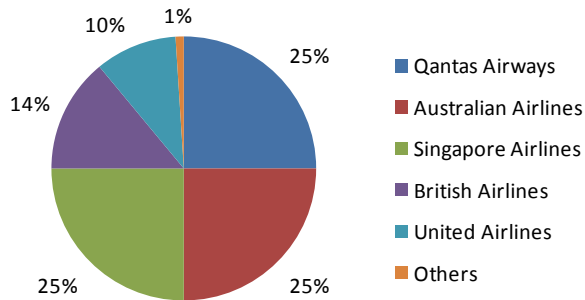
Previous Balance (\$)	New Payments (\$)	New Credits (\$)	New Debits (\$)	Total Balance Due (\$)
561.00	(0.00)	(59.00)	18,265.06	18,826.06

Spend by Top 5 Air Markets

Rank	Market	# Of Flights	Total Cost
1	Amsterdam - Brussels	670	136,585
2	Brussels - London	431	108,451
3	Melbourne - Sydney	379	73,639
4	Paris - London	371	105,798
5	London – San Francisco	315	352,950

Thank you for using the Business Travel Account. Please pay your account by the date indicated above. Please return your payment with the remittance advice to American Express

Spend by Top 5 Vendors** ** Net Activity greater than \$0.00 displayed



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Account Balance Ageing

Total New Payments/Credits (Unallocated)	(59.00)
Total New Debits	18,265.06
Overdue Balance - MAY 2008	561.00
Overdue Balance - APR 2008	0.00
Overdue Balance - MAR 2008	0.00
Overdue Balance - FEB 2008	0.00
Overdue Balance - JAN 2008	0.00
6 Months & More	0.00
TOTAL BALANCE DUE	\$ 18,826.06



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New Debits

Stmt Ref/ Invoice No.	Supplier Name/ Supplier ABN	Traveler's Name/ Ticket Number	Inv. Date/ Dep. Date	Routing Info	Job No. Comment	TR(GWT) CR(ONO)	Amount (\$) Tax (\$)	Total Amount (\$)
4205 162 76923	VIRGIN BLUE 36090670965	MICHAEL GONZALES	2/15/2009 3/2/2009	PER/SYD		GCC	90.91 9.09	100.00
6174 055		LATE PAYMENT CHARGE					15.06	15.06
8150 039 2799884	QANTAS AIRWAYS 16009661901	RHYS TAN	2/15/2009 3/2/2009	SYD/LAX/JFK/SYD	1401	GCC	2,084.94	2,084.94
8243 024		CHRIS GARMENT		HUGHES CHAUFFEURED CARS			100.00	100.00
8245 023		HAMERSLEY		HYATT REGENCY CHURCHILL,		GCC	400.00	400.00
8357 015 0000000		MICHAEL GONALES	12/12/2008	SYD/SFO/PHL/SFO/SYD		GCC	8,000.00	8,000.00
8266 011 0000000	BUDGET RENT CAR 48395945715	RHYS TAN	2/2/2009 2/2/2009	BUDGET RENTA CAR ADELAIDE			200.00 20.00	220.00
9029 010 0000000	RADISSON PLAZA HOTEL		Accommodation	RADISSON PLAZA HOTEL SYDNEY*	AABBDEPTEU 2233004567 AABBDEPTEU 2233004567		100.00 10.00	110.00
6062 001 528459	SQ	CHERRY SY	3/7/2009	SI/FRA/SIN		GPMM	5,000.00	5,000.00
6063 003 528461	TRANS.FEE	CHERRY SY	3/7/2009	SINGAPORE 4142119099		GPMM	60.00	60.00
6075 006 533041	VISA	ROBERT HAASE	3/7/2009	SINGAPORE QP8L40		GPMM	130.00	130.00
6130 510 46274	VISA	RHYS TAN	3/7/2009	DELHI, INDIA INR1955 AUSTRIA	2233004	GPMM	2,000.00	2,000.00
6058 002 0000000		CHRIS GARMENT	3/7/2009	HKG/SIN/HKG TKT INSURANCE		GPMM	30.00	30.00

*Please refer to the Excel Statement for full display of this data reference.

Total New Debits	18,231.91	18,265.06
	54.15	



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Overdue Transactions (May 2008)

Stmt Ref/ Invoice No.	Supplier Name/ Supplier ABN	Traveler's Name/ Ticket Number	Inv. Date/ Dep. Date	Routing Info	Job No. Comment	TR(GWT) CR(ONO)	Amount (\$) Tax (\$)	Total Amount (\$)
6336 004 4409893	QANTAS AIRWAYS 16009661901	RHYS TAN QF 12345678	1/15/2009 12/29/2008	SYD/BNE	RPTQL01	GPM	500.00 50.00	550.00
6335 002 4409893	QANTAS AIRWAYS	FEE.2454409893 28162950255	1/15/2009	DOMESTIC FEE	1401	GPM	10.00 1.00	11.00
Total Overdue Transactions (May 2008)							510.00 51.00	561.00



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New Unallocated Payments/Credits

Stmt Ref/ Invoice No.	Supplier Name/ Supplier ABN	Traveler's Name/ Ticket Number	Inv. Date/ Dep. Date	Routing Info	Job No. Comment	TR(GWT) CR(ONO)	Amount (\$) Tax (\$)	Total Amount (\$)
9049 005 0194572	TRANS.FEE	CHERRY SY 28162950255	3/7/2009	SINGAPORE 3128368706	1401	132034488 99552	59.00	59.00

New Unallocated Payments/Credits	59.00	59.00
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Cleared Transactions

Stmt Ref/ Invoice No.	Supplier Name/ Supplier ABN	Traveler's Name/ Ticket Number	Inv. Date/ Dep. Date	Routing Info	Job No. Comment	TR(GWT) CR(ONO)	Total Amount (\$)
6086 006 1108247	Cathay Pacific	CHRIS GARMENT 4871145765	3/7/2009	HKG/BKK/IST/BKK/HKG	1401	GPMM	30,000.00
6136 636 0049542	Singapore Airlines	CHRIS GARMENT 2271859389	3/7/2009	DEL/CCU		GPMM	16,000.00
	REMITTANCE RECEIVED 02/02/09						(46,000.00)
Remaining Unallocated Payment							0.00
Total Remaining Unallocated Payment							0.00



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Liquidated Damages

Liquidated Damages Calculation (Please refer to your previous statement)

	Amount
Net Overdue Balance Dec 2006	\$561.00
Net Overdue Balance Jan 2006	0.00
Total Net Overdue Balance	\$561.00
New Payment Received before Liquidated Damages Calculation	0.00
Total New Credits Before Liquidated Damage Calculation	(\$59.00)
TOTAL LIQUIDATED DAMAGES DUE	\$15.06

(TOTAL NET OVERDUE BALANCE - TOTAL NEW CREDITS/PAYMENTS BEFORE LD* CALCULATION) * RATE%



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Reconciliation Advice

Statement Ref.	Invoice Number	Billed Amount (\$)	Amount Being Paid (✓ = Full)	Comments
4205 162	76923	100.00		
8148 014	2799885	100.00		
8150 039	2799884	2,000.00		
8243 024		100.00		
8245 023		400.00		
8357 015	0000000	8,000.00		
8266 011	0000000	220.00		
9029 010	0000000	120.00		
6062 001	528459	5,000.00		
6063 003	528461	60.00		
6075 006	533041	130.00		
6130 510	46274	2,000.00		
6058 002	0000000	30.00		

Total Balance Due \$ 18,265.06

Cheque # / EFT Ref # _____

Payment Amount \$ _____

Date Paid _____

Pay in Full Please tick here _____

Send your Remittance Advice by Fax to no. 02 9271 1851 or Email to bta.client.services@aexp.com If your account is currently on direct debit payment, there is no further action required from you

Send your Remittance Advice by Fax to no. 02 9271 1851 or Email to BTAServiceJAPA@aexp.com



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Payment Instructions

You may choose to pay your statement using the following means:

Electronic Funds Transfer *

American Express Bank details:

- Bank Name: ABC Bank
- Bank Address: 123 ABC Street, Asia
- Account Name: American Express
- BSB No.: 032000
- Account No.: 12345

Direct Debit is available to insure you never miss a payment. Please contact the BTA team on the number below to set up

*Remittance advice to include date of payment; BTA number(s); amount of the payment

Cheque Payment *

- Please address your cheque to "**American Express.**"

- **Send the cheque to:**

American Express
GPO Box 1234
Asia

*Please include BTA number(s) **1234-123456-01003** with the cheque (eg: attach a list or write on the reverse side of the cheque) to ensure your account is properly credited.



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Glossary / Term Definition

Term Definition: What You Should Know

Account Balance Ageing	This page lists by month in summary any net overdue amounts carried over from previous months.
New Debits	This page lists all new charges and dispute rebillings
Overdue Transactions	This page lists all overdue charges that are still unpaid. Payments received 3 days before the next statement cycle may not yet be processed to your account.
New Unallocated Payments/Credits	This page lists all new payments or credits on your account that we are not yet able to allocate to transactions before statement cycle cut. This may be that we have not yet received a complete Reconciliation Advice (of paid transactions) as you may have not paid certain transactions or there was insufficient time for us to allocate the payment to transactions.
Cleared Transactions	This page lists all charges of which payments or credits have been allocated to, as per your Reconciliation Advice.
Reconciliation Advice	This page provides a view of all billed charges by statement reference number and invoice on your account. You should complete this page and send it to American Express when paying your account.
Liquidated Damages (Late Payment Fee)	This page shows details of how we calculated the late payment fee, if applicable to your account
Stmt ref (Statement Reference)	This is a unique reference number attached to the transaction that you need to quote to American Express when you have a query on a charge and on payment reconciliations
Invoice no	This is the invoice number as provided by your travel agent. Depending on your travel agent, this could also be the booking reference number given to you at the time of booking by your travel agent.
Job no	These are the fields where we capture your enhanced information such as cost centre, project code, approval ID, etc. The information is normally provided by your travel Booker to the travel agent at the time of booking. When it is captured by your travel agent, the information will be shown in these fields.
Comment (Comment 3)	
CR (Customer Reference)	
TR (Trip Requisition)	
Tax (GST)	If GST is applicable it will be shown here