My Travel Plans

My Travel Plans is an American Express product that provides a secure way to transmit traveler's itinerary/invoice data via the Internet. My Travel Plans automatically generates an email to alert the traveler that their itinerary/invoice information is available for viewing via the secure American Express My Travel Plans website www.aeairweb.com.

Traveler data on the My Travel Plans website will be maintained for 90 days past the last date of travel and will be available to view in three formats:

- **Itinerary** view, which contains the travel information only,
- **Invoice** View, which will contain the **Invoice Detail**, the travel information along with the ticket number, invoice # and cost information, (needed for airport check in and expense report)
- **History** view which contains all travel information related to that trip.

Added benefits include:

- The ability for Travelers to have other individuals view their travel arrangements via the website
- The ability for Travelers to email their itineraries/invoices to another individual
- The ability for Travelers to download their information to a palm-held device or electronic calendar
- The ability to view the www.aeairweb.com site from their wireless PDA, Blackberry, or phone (fee associated)

Once a trip is approved and a ticket is issued, travelers (and arrangers if applicable) will received a separate email from "American Express Business Travel" <airweb@trondent.com> indicating the above URL link. With the first trip booked, the email will include a login ID and temporary password. When you login the first time, you will be prompted to create your own unique password. Going forward you can access your invoices/itineraries wherever you have Internet access.

**Invoice Detail**

If you have not saved the email from <airweb@trondent.com> with your Invoice Detail or with your temporary password, follow the steps below to obtain a copy of your official American Express Business Travel Invoice for airport check in and to submit with your Travel Expense Report:

- Access My Travel Plans website at www.aeairweb.com
- Click on **Forgot Password** and follow instructions. The system will send a temporary password to the indicated Email address. If you are locked out of the system or if you forgot your secret question and answer, send an email to MTP.Password@aexp.com providing the your full Email address or record locator. The system will reset the Password & Secret Question/Answer within 24 hours and will send it to the indicated Email address.
- Sign on to My Travel Plans with the temporary password and you will be prompted to create a new password (must be at least seven characters long)
- Choose a traveler from list by clicking on **View Trips**
- Click on **Invoice** for the appropriate trip from list
- Click **Printable Version** and print
- Attach to expense report

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