

I _____

Northwestern State University of Louisiana

CK# _____

CBA FOR AIRFARE

REQUEST FOR USE OF CENTRAL BILLED ACCOUNT

Trip Information:

Date of Request: _____

Name of Traveler: _____ CWID: _____

Destination: _____ Dates of Travel: _____

Purpose of Trip/Travel: _____

Attachment for Guest Traveler Information (Non-CWID Traveler) ☐ Yes ☐ No

Budget Information:

Budget Index Title	Index	Fund	Org	Account	Est. Amount
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Check Response:

Have you applied for a Bank of America Corporate Travel Card? ☐ Yes ☐ No

Were you denied the Corporate Card? ☐ Yes ☐ No

Are you a prospective employee or a consultant? ☐ Yes ☐ No

Are you a student? ☐ Yes ☐ No

Have you booked at state contracted fare? ☐ Yes ☐ No

Flight Information:

Travel Agency: _____ Contact Person: _____ Phone: _____

Departure:

Date: _____ Time: _____ Flight # _____ Airline _____

Date: _____ Time: _____ Flight # _____ Airline _____

Return:

Date: _____ Time: _____ Flight # _____ Airline _____

Date: _____ Time: _____ Flight # _____ Airline _____

Approval/Authorization:

Requested By/Date

Business Affairs Travel Office/Date

Budget Unit Head/Date

Authorized by CBA Custodian/Date

Invoiced by or for Business Affairs/Date