CENTRAL TRAVEL ACCOUNT – TRANSPORTATION (CTA)

The Henry M. Jackson School of International Studies
University of Washington, Box 353650

PLEASE TYPE FORM

Reset Form

REQUIREMENT: You must book travel through a state-contracted travel Agency–see below*

IMPORTANT: A copy of the travel agency itinerary must be attached and must include traveler's name, dates of travel, class to be flown, and amount(s).

NOTE: When using federal funds for international travel, you must comply with 49 USC §40118, the Fly America Act or Open Skies Agreement.

NOTE: Requesters must ensure that foreign nationals are eligible for airfare depending on visa type and must submit proper documentation upon guest's arrival.

For Business Office Use:
Date of Contact _____
Reconcile _____
Airfare ID# _____
Agent ID# _____
Other ID# _____

Date _____

Requested by _____ Program _____

Phone _____ E-mail _____

Budget # ___-_____ Amount $ _____ PCA* _____ Authorized Signer_____

Budget # ___-_____ Amount $ _____ PCA* _____ Authorized Signer_____

*When needed

Is individual receiving honorarium or professional service fee from UW? ◯ YES ◯ NO

Is traveler a US citizen/resident alien? ◯ YES ◯ NO If no, complete visa type/status below

Visa Type/Status? [ ] Please choose option from dropdown menu

Does airfare include personal travel? ◯ YES ◯ NO If yes, CTA cannot be used

Is traveler being reimbursed by a third party? ◯ YES ◯ NO If yes, CTA cannot be used

A state contracted travel agency* must be used when using the CTA (US Travel, Travel Leaders, STA Travel, Caravan-Serai).

Traveler's Legal Name _____

Permanent Home Address _____
(City & State Only)

Departure Date: _____ Return Date: _____ Date(s) of Event: _____

Business Purpose of Travel (include activity, event, and location):

Travel Agency

Agency Name _____

Agency Contact _____ E-mail: _____

Phone _____ Confirmation #_____
(if available)

Expense Summary

Airfare	$_____
Agency Fee	$_____
Other Fees (not taxes)	$_____
TOTAL	**$**0.00

Submit form to: ***JSIS Accounts Payable, Thomson Hall 4th floor Mailroom***

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