CENTRAL TRAVEL ACCOUNT – TRANSPORTATION (CTA)

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

Reset Form

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.

Date _____ Requested by _____

Program _____ E-mail _____

Cost Center:_____ Work Tag:_____ Work Tag:_____ Amount_____ Authorized Signer:_____

Cost Center:_____ Work Tag:_____ Work Tag:_____ Amount_____ Authorized Signer:_____

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

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

Email form to Jim Anderson at jamesa25@uw.edu