



CENTRAL TRAVEL ACCOUNT – TRANSPORTATION (CTA)

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

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 _____

Worktags (CC/RS/GF/GR) _____ Amount _____ Authorized Signer: _____

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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 \$ _____