# CENTRAL TRAVEL ACCOUNT (CTA) TIPS

## CTA

* The Central Travel Account (CTA) is a credit card for UW Bothell campus is managed by **Fiscal and Audit Services (FAS)**.
* The CTA allows UW Bothell units to charge **specific travel expenses** to the credit card account, **reducing out of pocket expenses** for travelers.
* The CTA may not be used for any expenses that include personal time.
* The [Pre-Travel Approval Form](http://www.uwb.edu/getattachment/finance/forms-and-guides/Pre-Travel-Approval-Form.pdf) must be sent to uwbtrav@uw.edu prior to booking.

## Allowable charges on CTA

**Airline, Rail/Bus Bookings**

* **UWB Faculty, Staff, Student and Non-UW Guest Travelers**
	+ The CTA may be used when traveling on behalf of UW Business, if no personal time is included with trip.
	+ The completed [Pre-Travel Approval Form](http://www.uwb.edu/getattachment/finance/forms-and-guides/Pre-Travel-Approval-Form.pdf) must be sent to uwbtrav@uw.edu prior to booking.
	+ Options for booking:

1. [**Christopherson AirPortal**](https://app.cbtat.com/authentication) **self-service website:** Christopherson Business Travel (CBT) allows the traveler to purchase airfare on the CTA card, **OR**

**2. Contact a CBT travel agent**:  uwtravel@cbtravel.com or (888)-220-1072, **OR**

**3. Unit fiscal personnel:** book airfare for student travelers and non-UW travelers by contacting a CBT travel agent:  uwtravel@cbtravel.com or (888)-220-1072.

**Lodging Bookings**

* The [CTA may only be used to charge lodging](http://finance.uw.edu/ps/corporate-travel-services/central-travel-accounts/introduction/lodging) for:
	+ UW student travelers and Non-UW travelers (e.g. guest speakers and interview candidates)
	+ For Staff and Faculty: requires to have five or more UW travelers attending a conference/group event in the U.S. or British Columbia, Canada where the UW is reserving and paying for the block of rooms and prior written approval has been obtained from Corporate Travel Services (email uwcts@uw.edu).
* CTA lodging limitations:
	+ Non-UW travelers who are faculty or staff candidates are limited to per diem.
	+ Only room and tax should be charged on the CTA. Other hotel charges should be paid by the individual and seek reimbursement for reimbursable expenses.
	+ The department must obtain a folio from the hotel for each room or a statement showing the breakdown of the total charges by room, by night and guest name. After the trip, send hotel folio to uwbtrav@uw.edu for reconciliation on CTA account.

**Step to Follow Using the CTA:**

* Contact a CBT travel agent by e-mail or phone:  uwtravel@cbtravel.com or (888)-220-1072.