

New CTA Account/Update CTA

To: Jackie Gregg, Travel Services

From:

Subject: New CTA Account

Date:

Please set-up a new Central Travel Account for the following department:

Department Name:

Department Org #:

Department Phone #:

Department Address:

Department Zip:

Contact Person:

Contact Phone #:

Card Custodian:

Card Custodian E-mail:

Supervisor's email(s):