



Transportation Ticketing Authorization

Corporate Travel Account (CTA)

Name of Traveler		Employee Identification Number (EIN)	
Authorizing Official's Signature	Print Name	Telephone Number	Date Signed

Airline/ Train	Flight/ Train No.	Date of Departure	Departure City	Time	Arrival City

Purpose of Travel	Date Enrollment Form Sent <i>(If you are a non-bargaining employee, enter the date you sent your enrollment form to the travel card provider.)</i>
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This Section Completed by Ticket Issuing Office Attach Client File <i>(Travel Agency copy of itinerary)</i>			Charge Travel to the Following	
Agent's Initials	Ticket Amount	Transaction ID #	Finance #	GL Account #
Signature of Person Picking Up Ticket			HQ/Area/District	
Print Name				