

**CBA FOR HOTEL**

**REQUEST FOR USE OF CENTRAL BILLED ACCOUNT**

**Trip Information:**

Date of Request: \_\_\_\_\_

Name of Traveler: \_\_\_\_\_ CWID: \_\_\_\_\_

Destination: \_\_\_\_\_ Dates of Travel: \_\_\_\_\_

Purpose of Trip/Travel: \_\_\_\_\_

| Attachment for Guest Traveler Information (Non-CWID Traveler) | Yes | No |
|---------------------------------------------------------------|-----|----|
|---------------------------------------------------------------|-----|----|

**Budget Information:**

| Budget Index Title | Index | Fund  | Org   | Account | Est. Amount |
|--------------------|-------|-------|-------|---------|-------------|
| _____              | _____ | _____ | _____ | _____   | _____       |
| _____              | _____ | _____ | _____ | _____   | _____       |

**Check Response:**

|                                                               |     |    |
|---------------------------------------------------------------|-----|----|
| Have you applied for a Bank of America Corporate Travel Card? | Yes | No |
|---------------------------------------------------------------|-----|----|

|                                     |     |    |
|-------------------------------------|-----|----|
| Were you denied the Corporate Card? | Yes | No |
|-------------------------------------|-----|----|

|                                                 |     |    |
|-------------------------------------------------|-----|----|
| Are you a prospective employee or a consultant? | Yes | No |
|-------------------------------------------------|-----|----|

|                    |     |    |
|--------------------|-----|----|
| Are you a student? | Yes | No |
|--------------------|-----|----|

|                                           |     |    |
|-------------------------------------------|-----|----|
| Have you booked at state contracted fare? | Yes | No |
|-------------------------------------------|-----|----|

**Hotel Information:**

Agency Used: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Hotel: \_\_\_\_\_

Address of Hotel: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

**Approval/Authorization:**

\_\_\_\_\_  
Requested By/Date

\_\_\_\_\_  
Business Affairs Travel Office/Date

\_\_\_\_\_  
Budget Unit Head/Date

\_\_\_\_\_  
Authorized by CBA Custodian/Date

\_\_\_\_\_  
Invoiced by or for Business Affairs/Date