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## NORTHWESTERN STATE UNIVERSITY

## **CBA FOR HOTEL**

(REQUEST FOR USE OF CONTROLLED BILLED ACCOUNT) (Persons who possess a State Travel Card will not use this Account)

Date:							
NAME OF TRAVELER:	CWID						
DESTINATION							
DATES OF TRAVEL:							
PURPOSE OF TRAVEL:							
	BUDGET UNIT ACCOUNT NUMBER						
Budget Unit Title	Index	Fund	Orgn.	Acct.	Prg.	Amount	
		Check Response  Business Affairs Remarks					
Have you applied for a Bank of America	a Corporate Travel Card?	Yes	No			<u> </u>	
Were you denied the Corporate Card?		Yes	No				
Are you a prospective employee or a con	nsultant?	Yes	No				
Are you a student?		Yes	No				
Have you booked at state contracted rate	e?	Yes	No	Sat to D	ay/	/	
				Set to F	ay/		
	HOTEL INF	ORMATIC	ON				
AGENCY USED: Phone #:							
NAME OF HOTEL:							
ADDRESS OF HOTEL:							
ARRIVAL DATE:							
DEPARTURE DATE:							
Requested by	Date	Busine	ss Affairs Travel	Office	D	ate	
*Approved by Budget Unit Head	Date	Author	ized by CBA Cus	stodian	$\overline{D}$	ate	
*If Budş	get Unit Head is Traveler, A	Approving A	Agent/VP must ap	prove			
Invoice	ed by or for Business Affai		Date.				