

Business Traveler Account Action Request Form <small>(Rev 9-2003)</small>		For Accounting Use Only			
		Received Date		Initials	
		Completed Date		Initials	
BTA Contact Person Use this form to activate or terminate BTA enrollment. Send the completed form to Marie Cuningham, Accounting Services, Mail Stop JA58. Accounting will set up the cost centers related to this request using the chartfields you provide here to enable ticketing and charging. You will be notified by Accounting Services of your Cost Center number. If you have any questions about the BTA program, contact Marie Cuningham. - Telephone: (559) 278-2911 - Office: Joyal Building, Room 181 - Email: mariec@csufresno.edu					
Action Options (Check One)		Steps		Effective Date (Fill in)	
X	1	Activate Enrollment	Complete A, B, C, D		
	2	Terminate Enrollment	Complete A, D		
A. Employee Name (As it appears on Driver's License or I.D.)				E-Mail Address	
Set Up As					
<input type="checkbox"/> Travel Arranger <input type="checkbox"/> Traveler <input type="checkbox"/> Guest Traveler					
B. Department Information					
Department Name		Contact Person		Phone Number	
Campus Street Address				Mail Stop	
City Fresno	State CA		9-digit Zip Code 93740		
C. Funding Source					
	1	Foundation	If any boxes are checked, Section D does not need to be completed.		
	2	Auxiliary			
	3	Athletics			
D. Chartfield Information					
Cost Center	Fund	Dept ID	Program	Class	Project

Business Traveler Accounts can only be established for faculty and staff of California State University, Fresno.