

What is a BTA Cost Center code?

The Cost Center code is an accounting code assigned to the chartfield(s) provided on a Business Travel Account (BTA) form.

D. Chartfield Information					
Cost Center	Fund	Dept ID	Program	Class	Project
41406A	90000	41406		00000	

When employees use Concur to make travel reservations, all airfare, car rentals, and Amtrak charges are automatically billed to the University. The Cost Center code lets us know how to bill the charges.



INVOICE NUMB	COST CENTER	PASSENGER NAME	ITINERARY	DEPART DATE	TRAVEL TYPE	VENDOR NAME	TOTAL FARE	Fee Type	Fee Amount
1579877S	25165A	Smith/Jane	FAT	06/14/17	Car	Enterprise Rent-A-Car	\$ 66.00	On-line	\$ 5.00
1579923S	60470A	Williams/Hank	FAT/DFW/MCO	06/15/17	Dom. Air	AMERICAN AIRLINES	607.79	On-line	\$ 7.00
1580106S	31220A	Presley/Elvis	FNO/BFD/SPO	06/07/17	Rail	AMTRAK	\$ 38.00	On-line	\$ 7.00
1580517S	61475E	Denver/John	FAT/DEN/FAT	06/11/17	Dom. Air	UNITED AIRLINES	\$ 476.40	On-line	\$ 7.00

It is important for employees to check the Cost Center codes in their Concur Profile Settings to make sure the charge is billed correctly.

Company Information

Send a completed BTA Form to your Travel Technician to obtain a Cost Center code.

Employee ID

Manager Org. Unit/Division Employee Position/Title

Cost Center **[Required]**