

Central Travel Account (CTA) Airfare & Lodging Form

The CTA may be used when traveling on behalf of UW Business.

Required: Attach a conference printout (includes date and location) or add the website link to the Additional Information section.

Allowable charges on CTA

- Business dates only: includes the day before and after the conference
- Airfare: UW Staff/Faculty, Non-UW, and Students
- Lodging: Non-UW and Students ONLY
 - Non-UW travelers who are faculty or staff candidates are limited to per diem: [Per Diem | Travel Services](#)
 - Only room and tax can be charged to the CTA, other charges will be paid by the individual
 - The Department must obtain a folio for the room (itemized receipt with guest name and dates)

Request is for: UW Staff/Faculty Non-UW Staff/Faculty Student

Request & Estimated Cost: Airfare \$ _____ Lodging \$ _____

Traveler Information:

LEGAL NAME: _____ E-MAIL: _____

DIVISION: _____

WORKTAG (Program, Grant, Gift OR Cost Center & Resource): _____

Travel Information:

DESTINATION: _____

TRAVEL START DATE: _____ TRAVEL END DATE: _____

BUSINESS PURPOSE:

ADDITIONAL INFORMATION (For Non-UW & Students, add hotel information request below):

Authorization(s):

PI/Budget Authority Signature: _____ Date: _____

CTA Administrator Signature: _____ Date: _____

Remit the completed form to Pedorder@uw.edu.

Pedorder will respond with approval and directions on how to book your airfare.