

**UNIVERSITY CBA (CENTRAL BILLING ACCOUNT) CARD**

**AIRLINE TICKET INFORMATION**

Please complete **all applicable information** below and attach to the hard copy Requisition with Itinerary.

1. Current Employees:

- a. Employee Name and Title\_\_\_\_\_
- b. Dates of the Trip\_\_\_\_\_
- c. Purpose of travel\_\_\_\_\_
- d. Name of Conference/Seminar/Workshop\_\_\_\_\_

2. Prospective Employee:

- a. Persons Name:\_\_\_\_\_
- b. SS#\_\_\_\_\_
- c. Position Appling For\_\_\_\_\_
- d. Mailing Address:\_\_\_\_\_

3. Lecturer:

- a. Name: \_\_\_\_\_
- b. SS# or Vendor ID#\_\_\_\_\_
- c. Mailing Address: \_\_\_\_\_
- d. Honorarium (if any):\_\_\_\_\_
- e. Signed Contract for Services (attached)

Please direct any questions to Kay Senior, ext. 3013.  
This information is required and will assist in expediting payment.