



CTS Authorization Form

Fax this form to Navigant International ♦ (866) 665-1039

Use this Central Travel System *CTS Authorization Form* to charge airline and Amtrak tickets to the campus account. A ticket for this itinerary will be issued once a fully completed and signed form has been received by Navigant International.

All information must be entered and typed on this form BEFORE you fax it! Handwritten submissions will not be accepted.

Traveler Name		Date:
Fare Quote Ask the Navigant Agent for the price of the requested itinerary		NOTE: Campus policy restricts a traveler from authorizing his/her own reservation when it is charged to the campus account. This form should be signed by another individual in the department, not the traveler, who is authorized to approve expenditures to this chart string.
Booking Number Ask the Navigant Agent for Number to ensure requested itinerary is booked and confirmed		
Booking Agent Name		
Authorized By Type the name of person authorizing this expense to be charged to the chart string noted below		
** Authorized Signature Required:		

****Chart String to be charged.** Travel costs can be charged to only one chart string. Charges distributed to multiple chart strings cannot be accepted due to reporting limitations.

BU	ACCOUNT	FUND	ORG	PROG	PROJ	FLEX	PI

Destination and Approximate Travel Time:

From:	To:	Date:	Time:

Preparer's Remarks:

Contact Information

Traveler Department:	Traveler E-mail:
Preparer Name:	Preparer Phone Number:
Preparer Fax:	Preparer E-mail: