CENTRAL TRAVEL ACCOUNT (CTA)

May 2006

STATE OF WASHINGTON CONTRACT

J P Morgan Chase/Paymentech

Central Travel Accounts (CTA)

• Accounts set up for departments to use when purchasing airfare, rail and bus fares
• Cardless account number
• Web based reconciliation
BENEFITS OF HAVING A CTA ACCOUNT

Department Benefit: Allows departments to purchase air, rail and bus fares without having to seek reimbursements for individuals (Great for guest speakers.)

Travelers Benefit: No waiting for reimbursement.

WHAT CAN WE USE A CTA ACCOUNT FOR?

• Air or rail charges from a State approved Travel Agency

• Airfare purchased directly from Airline

ON-LINE PURCHASES

• You can purchase airfare directly from an airline either by phone or on-line. You MUST go directly to an airline, third party vendors such as Expedia, Priceline Cheaptickets etc. are not allowed

• For internal control purposes, only an employee listed on the memo can actually provide the CTA number
PROHIBITED CHARGES

• NO RENTAL CAR CHARGES

• NO LODGING CHARGES, DON'T EVEN SECURE THE ROOM WITH A CTA NUMBER

• NO LOCAL OR OUT OF TOWN GROUND TRANSPORTATION

LOG SHEET

• Your Log Sheet is used to reconcile your CTA transactions

• Make an entry on your Log Sheet when purchasing a ticket (Air, Rail, Bus)
  (Remember to ad your TA if you have one)

At the end of each month departments must obtain an authorized signature on Log Sheet

CTA LOG SHEET
RECONCILIATION

ACCOUNT BALANCES

ACCOUNT DETAIL REPORT 01 - EXPENSE 02/01/01 TO 03/09/01
BUDGET: 1111 SPRING FEVER OFFICE
PROJECT: 0001 Hawaiian Operations
PROGRAM: 01A OBJECT: 04 TRAVEL

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OBJECT TOTAL BUD EXP 1,961.64 ENC 0.00
PROJECT TOTAL BUD #8 EXP 1,961.64 ENC #8

Memo to Travel Services
Be sure to authorize more than one person to use account
Retain a copy and forward original
USING A CTA WITH TRAVEL AGENCIES

Send memorandum to any State approved travel agency.
Include no more than three people who are authorized to use the CTA account to book.
Be sure to note the applicable CTA account number.
Retain a copy of memorandum in department.

ACCOUNT UPDATES AND DEPARTMENT’S RESPONSIBILITIES

1. Notify Travel Services when changes are made to CTA departmental contacts.

2. Notify Travel Agency of any changes in authorized personnel.

3. Keep complete records of who departmental contacts and authorized personnel are.

REMINDERS FOR USING THE CTA

1. Record all transactions on your Log Sheet

2. Check Paymentech for charges on a daily basis

3. Reconcile in a timely manner

4. Notify Travel of any changes to account
QUESTIONS/CONCERNS

Email: pattie@wsu.edu
Call: 335-8074