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CENTRAL TRAVEL ACCOUNT (CTA)

May 2006


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STATE OF WASHINGTON CONTRACT

J P Morgan Chase/Paymentech

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Central Travel Accounts (CTA)

- Accounts set up for departments to use when purchasing airfare, rail and bus fares
- Cardless account number
- Web based reconciliation

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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.

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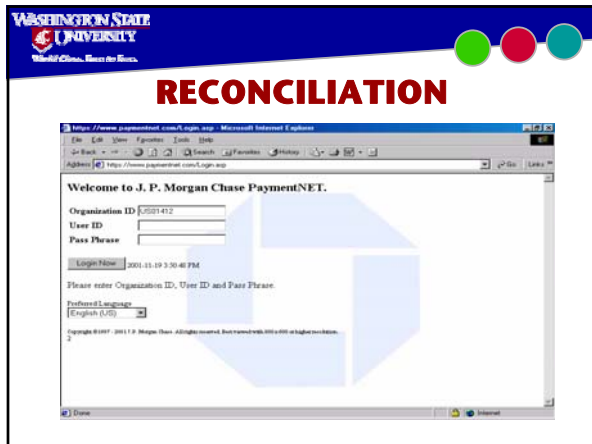
WHAT CAN WE USE A CTA ACCOUNT FOR?

- Air or rail charges from a State approved Travel Agency
- Airfare purchased directly from Airline

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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



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

FY	CC	DATE	DESCRIPTION	AMOUNT	EXP	FUND	DOC.NO.	TT
SUBOBJ AH - IN-STATE--AIR TRANSPORTATION								
00	02/25/01		AMERICAN AIRLINES	1,961.64	EXP	00101	TA56743	81
							B001234	
OBJECT TOTAL..... BUD				0.00	EXP	1,961.64	ENC	0.00
PROJECT TOTAL..... BUD				.00	EXP	1,961.64	ENC	.00

NEW ACCOUNT

- Memo to Travel Services
- Be sure to authorize more than one person to use account
- Retain a copy and forward original

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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.

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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.

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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
