Business Traveler Account Action Request Form (Rev 9-2003)

For Accounting Use Only	
Received Date	Initials
Completed Date	Initials

BTA Contact Person

Use this form to activate or terminate BTA enrollment. Send the completed form to Monica Shackelton, Accounting Services, Mail Stop JA58. Accounting will set up the cost centers related to this request using the chartfields you provide here to enable ticketing and charging. You will be notified by Accounting Services of your Cost Center number.

If you have any questions about the BTA Program, contact Monica Shackelton.

- Telephone: (559) 278-6680
- Office: Joyal Building, Room 152
- E-mail: monicas@csufresno.edu

Action Options (Check one)			Steps	Effective Date (Fill in)
	1	Activate Enrollment	Complete A, B, C, D	
	2	Terminate Enrollment	Complete A, D	

A Employee Name (As it appears on Driver's License or I.D.)	E-Mail Address

Set Up As

☐ Travel Arranger ☐ Traveler

B Department Information

Department Name	Contact Person	Phone Number

Campus Street Address	Mail Stop

City	State	9-digit Zip Code

C Funding Source

	1	Foundation
	2	Auxiliary
	3	Athletics

If any boxes are checked, Section D does not need to be completed.

D Chartfield Information

Cost Center	Fund	Dept ID	Program	Class	Project

Business Traveler Accounts can only be established for faculty and staff of California State University, Fresno.