



CBA Authorization Request

This form must be completed and submitted to 9-AMC-AMZ-TRAVEL@FAA.GOV, prior to Airline/Amtrak tickets being issued or establishing the Centrally Billed Account for Lodging.

Air/Amtrak

Lodging

I am requesting the use of the centrally billed account for:

Air/Amtrak

Invitational Travel/Infrequent Traveler (travels less than 2 times per year)

New Employee (card application is being processed)

Other (explanation) _____

Traveler's Name: _____

Dates of Travel: _____ - _____

Sato Record Locator (Confirmation #): _____

E2 Travel Authorization #: _____

Lodging

Witness travel

Other- (explanation) _____

Lodging Dates: _____ - _____ **Confirmation #:** _____

Hotel Name: _____

Address: _____ **City:** _____ **State:** _____

Phone: (____) _____ **Estimated Amount:** _____

Note: The hotel you select should offer government rates. "Centrally Billed Account (CBA) cards are exempt from state taxes in EVERY state. Certain states require forms completion for CBA travel cards use." (www.gsa.gov) Please remember to review the lodging receipt, ensure that the taxes have not been charged, and then attach the lodging receipt to your E2 voucher.

Accounting Code Info:

Fiscal Year: _____ **Org:** _____

Project: _____ **Fund:** _____

Task: _____ **BLI:** _____

Expenditure Type: _____

Non-Project LOA: _____

Authorizing Official: **Date:** _____

Name: _____

Phone: (____) _____

Email: _____

Signature:

ESC Accounting Office Use Only

Last four digits of CBA: