



Office of Controller
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Central Travel Accounts (CTA)

Terms of Use Agreement

CTA Account Name: EWU -

TERMS OF USE – TEMPORARY CARDHOLDER

Use the CTA card only for approved official university business transportation related expenses (as described in the CTA Manual).

The temporary cardholder (Borrower) should be cognizant of state and university travel regulations (as described in the **Employee Travel Guide**) when using the card and when providing documentation to support travel expense claims.

Only permanent (FT or PT) non-student employees are eligible to use card.

Borrower will promptly return the CTA card to Cardholder when transaction is completed or to Travel Accounting if requested to do so.

Borrower will notify Cardholder immediately if the corporate travel card is lost or stolen.

Please contact Travel Accounting, (509) 359-2249, for any questions.

CTA Contact Information

Department/Program Name:			
Address:			
	Street Address		Mail Stop
City	Washington State		Zip Code
Borrower Contact:			Phone: () -
E-mail Address:			Fax: () -

EMPLOYEE SIGNATURE/APPROVAL SIGNATURE

I have read the CTA manual and agree to the conditions of use policy as provided by Travel Accounting. This account is not transferable without prior written approval and training through Travel Accounting.

Signature of Applicant / Date

Signature of Supervisor / Date

Program Administrator Signature / Date
(for Travel Accounting use only)