

### ***BUSINESS TRAVEL ACCOUNT (BTA)***

The Business Travel Account is used for airfare charged directly to a University American Express Account, versus using your own Government American Express Card. When using the BTA account, your travel arrangements must be made thru Sacramento Travel Service, or the Travel Shoppe. To set up an individual on BTA, go to Informed Filler and complete the Business Traveler Account Action Request Form, **prior to** making reservations through the travel agencies. Send the completed form to Monica Shackelton, Accounting Services, Mail Stop JA58. She will then establish a Cost Center Code, contact both travel agencies, and provide the department with the Cost Center Code number. Once you have been notified by Accounting with your Cost Center Code number, you may contact either travel agency to make flight reservations.