

UC DAVIS NUTRITION DEPARTMENT

CENTRAL TRAVEL SYSTEM (CTS) AUTHORIZATION FORM

Instructions: Prior to utilizing the UC Davis CTS program to purchase airline tickets you must first complete the unshaded areas on this form and obtain PI/Authorizing signature. Select an authorized CTS travel agent (<http://travel.ucdavis.edu/agencies.cfm>). Provide Marina Ramos, 752-7976, at 3135 Meyer Hall, Nutrition Business Office with your selection. She will then contact the Travel Agent to authorize the use of the CTS account. You may then make your travel arrangements. Once you have secured your reservations complete the shaded area on this form and return it to Marina Ramos.

Name of Traveler: _____

Travel Dates: _____ to _____

Destination: _____

Purpose of Travel: _____

Airline: _____	Cost of Ticket: \$ _____
Travel Agency: _____	Agency Fee: \$ _____
	TOTAL: \$ _____

Account to be charged: _____

PI / Authorizing Signature: _____

I certify that this travel is for official University Business. _____

Signature of Traveler

Additional Resources & Information

- ◆ Travel Guide: <http://travel.ucdavis.edu/>
- ◆ Travel Policy: <http://www.mrak.ucdavis.edu/web-mans/ppm/300/300-10.htm>
- ◆ CTS Travel Agencies: <http://travel.ucdavis.edu/agencies.cfm>
- ◆ Hotel Guide: <http://ucdmm.ucdavis.edu/purchasing/htravel.html>
- ◆ Rental Car Guide: <http://ucdmm.ucdavis.edu/Purchasing/ctravel.html>
- ◆ Travel Card Application: <http://travel.ucdavis.edu/corpcard.cfm?opt=1>