



STATE AIRFARE BTA SUB-ACCOUNT ENROLLMENT FORM

Accounting Office Use Only
BTA Sub-Account # _____

Check one of the following:

We must have a complete form to process your request. (Please keep copy for your records.)
Complete the following information and return the original form to:

- NEW**
- CHANGE** _____
BTA Sub-account # _____
- CANCEL** _____
BTA Sub-account # _____

University of California San Francisco
Accounting Office – Travel Supervisor – Box 0812
San Francisco, CA 94143-0812

- *Establish BTA sub-account by filling out this form prior to using the University BTA account.*
- *Send completed form to Accounting, Box 0812 Attn: Travel Supervisor*
- *Use a separate form for each additional signature authorization for the same BTA sub-account (default speedchart)*

DEPARTMENT NAME: _____

BOX NUMBER: _____

DEPARTMENT CONTACT: _____

PHONE NUMBER: _____

E-mail Address: _____ @ _____ .

DEFAULTING SPEEDCHART FOR INVALID SPEEDCHART USED FOR TICKET PURCHASE

_____ A 7 0 3 0 (In State Airfare)
 _____ A 7 0 7 0 (Out of State Airfare)

Note: Default speedchart to be used to expense the airfare to the department Fund-DPA if the speedchart provided on the original State Airfare Purchase Agreement Form is invalid. If new speedchart set up is required, send Speedchart Request Form (<http://acctg.ucsf.edu/FILES/PC/SPCHT.XLS>) to speedchart@accounting.ucsf.edu

*** For establishing new BTA Sub-account, complete the information and sign below. ***

I acknowledge the State Airfare Program is for Official University Business only.
I authorize establishment of a BTA Sub-account for our department business travel.

Authorized Signature: _____ Date _____
(Department Head or MSO)

Print Name and Title _____

For Policy Exceptions

Authorized Signature: _____ Date _____
(DEAN)

Print Name: _____