

**AUTHORIZATION FOR USE OF CORPORATE ACCOUNT
LESS THAN 10 TRAVELERS**

The FWS Corporate Account is applicable to the travel business line and is a means of purchasing transportation tickets for Invitational Travel which consist of non-FWS individuals, interviewees, new employees with immediate travel requirements, and employees who do not have a government charge card. **Transportation reservations must be established by a FWS authorized travel arranger and approved by a FWS corporate account official.**

Places of Travel and Travel Dates:

From:

To:

Travel Dates:

Name of Traveler

TA Number

Cost Account #

Reason for Corporate Account Use:

Invitational Traveler(s) _____ **New Employee** _____

Other _____

If additional information is required regarding the above reservations, please contact the Travel Arranger's name listed below.

Name of Travel Arranger _____

Office Name _____

Telephone Number: _____

Fax Number: _____

E-mail address _____

Name of BOA Corporate Account: _____

Acct #: (last 4 digits) _____ **Expiration Date:** _____

Approved:

Corporate Account Manager, Date, and Phone #

NOTE: The travel authorization(s) (DI Form 1020) MUST be attached to this form.