

**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.**