

Authorization for Use of Corporate Account

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.**

Traveler Information

From: _____ To: _____ Travel Dates: _____ to _____

First Name:	Last Name:	Cost Center:	WBS:	Fund:

*Please see back of page to add additional travelers

Reason for Corporate Account Use

Invitational Traveler(s): New Employee: Other: _____

Traveler Arranger Information

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: _____

E-mail address: _____

Corporate Account Information

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

Approved:

Corporate Account Manager, Date, and Phone #
