

eTravel Billing Options Selection for Rental Car

As part of the transition to eTravel, please complete the information below so we can set your department up in the system with the appropriate billing information. More detailed information on these options is available. For questions, please email Kim Payne <kpayne@tamu.edu>.

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Department Name: _____

FAMIS Department Code: _____

Billing Options: Please select one option only.

- Individually Named Corporate Credit Card (CBT/CBCP)
- Individual Name Personal Card
- Direct Bill with Accounts Payable Payment (Please provide direct bill number below.)
- Charge Account Pay

Enterprise Rental Car Direct Bill Number (if needed): _____

Avis Rental Car Direct Bill Number (if needed): _____

Other Car Rental Vendor (if needed): _____

Vendor

Direct Bill Number

Departmental Contact

Name: _____

Email: _____

Phone: _____

Please complete and return to Kim Payne <kpayne@tamu.edu> at 2147 TAMU.