



eTravel/Concur Airfare Card Setup

Formerly CBA/CBT

Mail to Disbursements/Travel: MS 2147; College Station, TX 77843-2147

06 (Research) 07 (Extension) 20 (TVMDL)

This card can be used for airfare for state employees only.

Section I

Will you grant all of your employees access to the Airfare Card in the eTravel/Concur System?

Yes **No** *If yes, proceed to Section II.*

Section II

Card Administrator Name: _____

Email: _____ **Phone Number:** _____

Last 6 Digits of Card Number: _____ **Card Expiration Date:** _____

Card Address Line 1: _____

Card Address Line 2: _____

City and State: _____ **Zip Code:** _____

Full Department Name: _____

3 to 5 Digit Department Code: _____

Section III

Department Head Approval

Dept. Head or Designee (Print or Type) **Dept. Head or Designee Signature** **Date**