

## Use of CBA (Controlled Billed Account) – Airfare & Lodging

CBA (Controlled Billed Account) is authorized by the CBA Custodian/President's Office. It may be used for airfare and hotels for the following types of travelers:

- Students
- Non-Employees (i.e. interviewees)
- Group Travel
- Infrequent Travelers (travelers who do not possess a State Travel Card)

### CBA for Lodging:

- Contact the hotel directly and tell them you will be using a University Controlled Billed Account to pay for your reservation. The hotel should provide you with:
  - a. Detailed reservation confirmation
  - b. Hotel's credit card authorization form to prepay the room
  - c. Make sure the hotel does not charge state taxes (Louisiana hotels).
- Complete NSU's "[Request for Use of CBA \(Hotel\)](#)" form which must be signed by Traveler and Budget Unit Head.
- Fax to (357-4985) Business Affairs/Travel.
- Business Affairs/Travel will forward to President's Office for payment.
- You will need to present your personal card at the hotel for incidentals.

Other Options to Pay for Lodging:

1. Have the hotel direct bill NSU; or
2. Traveler/Employee: pay for hotel on their personal credit card and be reimbursed.

**Note: A zero balance folio must be submitted to Business Affairs/Travel after check out.**

CBA for Airfare: MANDATORY to book flights through Christopherson Business Travel.

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**Booking on-line:** An Agent Fee of \$7 will be charged.  
(*Self Booking ONLY*)

- Log in to your account with **Christopherson Business Travel**;
- Search and select the flight that best matches your travel needs. It is not required that you select the "In-Contract" flight, however you should be mindful of the airlines cancellation and name change policies;
- Under "Flight Payment", "NORTHWESTERN STATE UNIVERSITY CENTRAL BILLED ACCOUNT" will be listed as your only payment option.
- A reservation confirmation will be emailed to you. Please print this and submit it with the completed **Request for Use of CBA (Airfare)** to your Budget Unit Head for signature.
- Forward the signed documents to Business Affairs/Travel;
- Once the flight is reserved an e-mail requesting the use of the CBA will be sent to Business Affairs/Travel, and the CBA Account holder, President's Administrative Assistant for approval.
- When your paper documents are received by Business Affairs/Travel, we will confirm the availability of funds, then sign the Request for Use of CBA (Airfare) and forward it to the President's office for payment.
- You will receive a confirmation e-mail notifying you that the flight has been booked.

**Booking by phone:** An Agent fee of \$24.00 may be charged. Once airfare is booked, **Christopherson Business Travel** will email you an itinerary confirmation.  
(*Guest/Group Booking and Self Booking*)

- Contact **Christopherson Business Travel** by phone toll free at **(800) 961-0720**
- Tell them you will be using the Controlled/Central Billed Account for Northwestern State University to pay for the flight.
- Give them the traveler's information.
  - Traveler's first, middle, and last name
  - Date of birth
  - Gender
  - Address
  - Work phone
  - Cellphone
- Follow their instructions to select your flight.
- A reservation confirmation may be emailed to you. Please print this and submit it with the completed ***Request for Use of CBA (Airfare)*** to your Budget Unit Head for signature.
- Forward the signed documents to Business Affairs/Travel;
- Once the flight is reserved an e-mail requesting the use of the CBA will be sent to Business Affairs/Travel, and the CBA Accountholder, President's Administrative Assistant for approval.
- When your paper documents are received by Business Affairs/Travel, we will confirm the availability of funds, then sign the Request for Use of CBA (Airfare) and forward it to the president's office for payment.
- You will receive a confirmation e-mail notifying you that the flight has been booked.

**Note:** *Once you reserve a flight, there is only a 12-24-hour window of time for the airfare to be paid. Therefore, you must submit your CBA and Reservation confirmation immediately to Business Affairs/Travel in order to avoid expiration of your booking. Flights booked using the CBA should be processed Monday – Thursday.*

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**THERE IS NO OTHER OPTION FOR BOOKING YOUR AIRFARE. IT MUST BE PROCESSED WITH THE STATE CONTRACTED TRAVEL AGENCY USING THE CBA OR T-CARD**