



Office of the Controller - Travel Accounting  
 ■ Eastern Washington University  
 ■ 319 Showalter Hall, Cheney, WA 99004  
 ■ (509) 359-2249

## Travel Agent: Corporate Travel Management (CTM)

### Setting up an employee

Collect the following information from the traveler **at least one month in advance of travel** and send to James Waterman ([jwaterman@ewu.edu](mailto:jwaterman@ewu.edu)) via a secure file upload into [CTM Portal Employee Information](#).

✚ Name on Government ID for Traveling			
Email	_____	Phone	B) _____
Address	_____	Numbers	Cell) _____
Gender	_____	Date of Birth	_____
✚ Department, Contact, & Central Travel Account Card Name (if your program has their own CTA).			
Department	_____		
Contact	_____		
Contact Email	_____		
CTA Card Name	_____		
✚ College, Contact, & CTA Card Name (if your department does not have a CTA)			
College	_____		
Contact	_____		
Contact Email	_____		
CTA Card Name	_____		

Notes:

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Copy page 2 for additional enrollees:

✚ Name on Government ID for Traveling			
Email	_____	Phone	_____ B)
Address	_____	Numbers	_____ Cell)
Gender	_____	Date of Birth	_____
✚ Department, Contact, & Central Travel Account Card Name (if your program has their own CTA).			
Department	_____		
Contact	_____		
Contact Email	_____		
CTA Card Name	_____		
✚ College, Contact, & CTA Card Name (if your department does not have a CTA)			
College	_____		
Contact	_____		
Contact Email	_____		
CTA Card Name	_____		

✚ Name on Government ID for Traveling			
Email	_____	Phone	_____ B)
Address	_____	Numbers	_____ Cell)
Gender	_____	Date of Birth	_____
✚ Department, Contact, & Central Travel Account Card Name (if your program has their own CTA).			
Department	_____		
Contact	_____		
Contact Email	_____		
CTA Card Name	_____		
✚ College, Contact, & CTA Card Name (if your department does not have a CTA)			
College	_____		
Contact	_____		
Contact Email	_____		
CTA Card Name	_____		