

## BUSINESS TRAVEL ACCOUNT

### APPLICATION TO BE COMPLETED BY COMPANY

Complete, sign, and return this application to your American Express Representative.

### INFORMATION ABOUT YOUR COMPANY

CITIZENS REDISTRICTING COMMISSION  
Company Name Number of Years in Business

1130 K Street, Suite 101, Sacramento, CA 95814  
Main Office Address City State Zip

Daniel Claypool 866 356-5217  
Contact Name Phone (area code)

### INFORMATION ABOUT YOUR TRAVEL AGENCY

California Department of General Services - Contracts  
Agency Name

707 3rd Street, West Sacramento, CA 95605  
Address City State Zip

CALTRAVEL STORE  
Agent Name Phone (area code) ARC Number

Is Agency enrolled in the Travel Agency Partnership?  No  Yes I.D.# \_\_\_\_\_

### COMPANY AUTHORIZATION

The above named firm, corporation, or partnership (Company) requests that an American Express Car Rental Business Travel Account (CRBTA) be opened in the name of the Company. The undersigned authorizing officer has received and read the Car Rental Business Travel Account Agreement and agrees that the Company will be bound by its terms and conditions and be liable for payment of Charges in accordance with the Agreement upon approval of this application by American Express.

All applications must be signed by a corporate officer, partner, or proprietor of the Company who has purchase authority and who is authorized to open the account in the name of the Company.

Signature of Authorizing Officer **X** Date

Name of Authorizing Officer (Please Print) Title



# BUSINESS TRAVEL ACCOUNT / CAR RENTAL BUSINESS TRAVEL ACCOUNT

## SET-UP FORM

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Assigning supplemental account numbers provides flexibility to track and review account activity. For each supplemental account number, transactions are subtotaled by individual passenger name and ticket number.

### How To Assign Supplemental Account Numbers:

1. To simplify account maintenance and facilitate handling of infrequent travelers and non-employees, we recommend that you assign supplemental account numbers to groups, such as departments or cost centers. Travelers that require individual tracking can be assigned their own account numbers.
2. For supplemental account numbers assigned to groups, give your Travel Agent a list of individuals for each group, so that the supplemental account numbers can be incorporated into their traveler profiles.

List below the names (e.g. department name, cost center number) for each supplemental account number (20-character limit). Attach a separate sheet for up to 99 names.

1.	BTA - Airline	23.
2.	BTA - Hotel	24.
3.	BTA - Car Rental	25.
4.		26.
5.		27.
6.		28.
7.		29.
8.		30.
9.		31.
10.		32.
11.		33.
12.		34.
13.		35.
14.		36.
15.		37.
16.		38.
17.		39.
18.		40.
19.		41.
20.		42.
21.		43.
22.		44.

