Central Travel Account (CTA) General Information

- State policy requires all airline and Amtrak expenses for employees charged to state* accounts to be purchased using the Central Travel Account.
  
  *State accounts include SOB, IFR, DIFR, Endowment and SUTRA. This does not apply to Research or UB Foundation accounts.

- See http://ubbusiness.buffalo.edu travel-travel agencies for the current recommended travel agencies. These are the only agencies that can utilize the CTA.

- The CTA is a centrally billed account connected to the department’s state account.

  * Setup:

  Authorized users are the only employees who can make airline or Amtrak arrangements and charge the CTA. They can make arrangements for themselves and/or any number of travelers in their department. To assign an authorized user, access the application at http://ubbusiness.buffalo.edu, choose travel-cta-authorized user application form. This form can be typed online, printed and sent to Travel Services, 208 Crofts Hall, North Campus. Authorized users can begin to use their departments CTA when notification is received from the travel office.

  A traveler profile must be on file for every employee traveling on the CTA. This form is online at http://ubbusiness.buffalo.edu choose travel-cta-traveler profile. The form is entirely paperless, just complete the applicable fields, hit submit and the profile is completed. Only one initial travel profile needs to be completed, profiles do not need to be submitted for every trip.

- CTA’s are a departmental account attached to a state account. Individuals do not have personal CTA’s, there many be individuals assigned to one CTA. Use the CTA only for airline and Amtrak charged to state funds. It can be used for employee and non-employee travel related to University at Buffalo official business, domestic and international travel, and group or individual travel. Departments have the option to use the CTA for students, candidates or guests. All state and University travel policies must be adhered to. To review a summary of state travel policy access http://ubbusiness.buffalo.edu choose travel-state travel policy.

- Keep original airline and Amtrak tickets in the departments’ files; do not send them to Travel Services. Process travel vouchers as usual for other expenses such as hotel and car rentals.

- Monthly CTA charges will be automatically billed to your department on the 4899 OTPS line. Citibank has online statement viewing available. A department will assign via the authorized user application an individual to have access to view the statements.

Background

Several years ago the Office of the State Controller (OSC) revised the travel program used by all State agencies. OSC replaced individual billed travel cards with a centrally billed card. In addition, OSC restricted the method of paying for airfare and approved travel agencies. Systems Administration, OSC and the Governor’s Office of Employee Relations reached a compromise regarding the application of the revised travel program for SUNY. This requires all airline and Amtrak tickets paid with State funds to be purchased using a CTA with a State contract travel agency. A personal credit card can continue to be used for other travel expenses.