

Business Travel Account

Procedures for Charging to the California State University, Bakersfield

1. Call State contracted Agency for estimated travel costs:

Uniglobe Kern Travel Agency
1820 Chester Ave.
Bakersfield, CA 93301
323-1213
323-0820(fax)

2. Complete Business Travel Account Charge Request for agency you will be using.
3. Obtain appropriate department authorizations.
4. Forward to Accounting Office for University approval.
5. Fax final approval form to agency issuing ticket.
6. Confirmation will be faxed to department by Courtyard.
7. Expenses will be charged directly to our BTA Account. Copies will be sent monthly to reconcile with the American Express BTA statement.
8. American Express will bill the University monthly for travel costs.
9. Departments will be charged for travel when American Express is paid.