



New York University
A private university in the public service

DIRECT BILL TO BUSINESS TRAVEL ACCOUNT

TO: _____
Travel Agency

FROM: _____ DATE: _____
Requestor

PHONE #: _____ FAX #: _____

Please use the following corporate American Express Central Bill Account:

BTA #: _____ Expiration: _____

BTA Recipient Name: _____

Guest Name: _____

Hotel: _____

Hotel Conf. #: _____ Hotel Contact Name: _____

Date of Arrival: _____ Departure: _____ # of Nights: _____

Room & Tax Only All Charges

Purpose of Trip (Conference, Meeting, etc.)

Chartfield _____

NYU Travel Coordinator's Signature _____ Date _____