Request Form for CBA Account(s) to be loaded into DTS

Requested by: _____ **Date of request:** _____ **Service/Agency:** _____

Transaction Acct # *Note 1	Central Acct # *Note 2	Account Exp Date *Note 3	Account Label *Note 4	List ALL DTS Organization Code *Note 5	Default Y/ N *Note 6
16 digit account number	16 digit account number	03/31/14	DDxxTraining123	DD2A0NEWXYZ	N

****Optional** Will this account be used for the CBA Reconciliation Module for ELECTRONIC INVOICE PROCESSING? Yes/No** _____

If yes, please complete Vendor Pay Routing and DADS section:

Vendor Pay Routing: _____ **DADS:** _____

****Optional** List the Transportation Officer to be assigned to the account within DTS**

First Name	Last Name	SSN (LAST 4)	Email	Phone

Old CBA account to be marked in-active

Transaction Acct #	Central Acct #	Account Exp Date	Account Label
Last six of CBA 555555	Last six of Central 555555	03/31/14	DDxxTraining123

***Notes:**

1) Transaction account is the account number provided to the CTO for charging air/rail tickets. (The transaction account number is always higher than the central account number.)
2.) The central account number is the account number that the Charge Card Vendor (CCV) invoices are under. (NOT the same as the transaction account number).
3.) Expiration date of account (dd/mmm/yy Example: 30APR07)
4.) All CBA labels begin with DN/DA/DM/DF/DD/DJ depending on the related service/agency for easy identification. The label can not exceed 15 characters/spaces and must be unique.
5.) List of DTS Organization(s) by DTS name (example: DX123456) the account will apply to.
6.) If marked "YES" for default, the CBA will auto-populate into the document when the traveler has the 'Exempt' radio button selected in there profile.
Non-exempt defaults air transportation to the travelers GOVCC.
7.) Indicate if the account requested to load will be used for the DTS CBA Reconciliation Module for electronic invoice processing. **(If so, a setup process is required.)**
8.) Identifies the DFAS location that processes the certified invoice for payment. DADS identifies the disbursing station.

Forward completed worksheet to your Service POC:

Air Force: gregory.anthony@us.af.mil
Army ARMYDTSCBASupport@immersioninc.com
Marine Corps USMCPASSENGERTRAVEL@USMC.MIL
Navy navsup_navy_dts_pmo@navy.mil

Agencies/Joint Commands: Submit a help desk ticket through the Tickets section of Travel Explorer (Trax) at the below link or by calling 1-888-Help1GO (888-435-7146):
Travel Explorer (Trax)

v 1.5 2016 May Please refer to the CBA Load Sheet on the DTMO website for the most current version to ensure current Service POCs