 **Harvard Billing Account (Profile) Form – The Travel Collaborative (TTC)**

**Note: You will only need this if you have travelers and/or guests who will be calling to book travel without the card present**

1. **Complete information below:**

Department Card Name (Exactly as it appears on your card)

Department Name:

Department Card Administator Name:

Department Card Administrator Phone:

Dept Card Admin e-mail Address: (Use the address you use for the Department Card – this is where the receipts and communication will be sent)

1. E-mail completed form to : Harvard@travelcoll.com
2. Once your Billing Account Profile has been created, The Travel Collaborative will call you (the Department Card Administrator) to get the Card number and relevant information and will give you your Booking ID number
3. Your Booking ID number should never be given out to the traveler, it should only be entered on the Guest Traveler Authorization Form