



THE UNIVERSITY OF NORTH CAROLINA
AT
CHAPEL HILL

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June 28, 2000

To: Deans, Directors, and Department Chairs
From: Howard Gorman, Director of Materials Support
Dennis Press, University Controller *DAP*
Re: Availability of Central Airfare Billing System (CABS)

The Central Airfare Billing System (CABS) is now available. CABS is an effective and efficient method for faculty, staff, and student travelers to purchase airline tickets for University business trips and bill the University directly.

CABS is a web-based application designed to provide an automated method for requesting air-travel authorization and to allow a traveler to book and pay for an airline reservation without receiving a travel advance or paying for the ticket out-of-pocket. This system allows a specified University account to be charged for the cost of an airline ticket when an authorized travel agency issues a ticket against a pre-approved air-travel request. Each designated departmental account will then be charged monthly, and the charges will be posted to FRS.

To receive access to CABS and to schedule training for you or staff members, simply submit a CABS Access form to Travel Accounting. The CABS Access form is on the Travel Accounting homepage at <http://www.ais.unc.edu/bfhome/travel/>. Click on **Forms**, then click on **CAB System Access**. You will be contacted to schedule a training session.

The following travel agencies are currently providing airline reservations through CABS:

AAA Travel Agency, Durham
Carlson Wagonlit, Cary
Circle Travel, Chapel Hill
Cole Travel, Chapel Hill

Prestige Travel, Raleigh
Small World Travel, Chapel Hill
Travel Associates, Carrboro

Travel agency profiles and telephone numbers may be accessed at <http://www.ais.unc.edu/msd/travel/agencies.html>.

We strongly encourage your use of the Central Airfare Billing System. This memorandum will be distributed to departmental business managers electronically. In addition, please pass this copy on to your departmental business manager. Martha Pendergrass can be contacted at 962-0213 or mjpender@email.unc.edu if you or your staff have any questions. Thank you.