Guidelines for Booking Flights and Lodging for Organization Conferences

Booking flights and lodging for Organization Conferences follows 3 steps which will be further elaborated in this document:
1. Gathering Information
2. Sending Request to UCLA Travel Services and Marlon Williams
3. Receiving Confirmation

Step 1: Gathering Information

An online guest profile must be submitted for <u>each individual who requires a flight and/or lodging</u>.

UCLA Guest Profile Link: https://fsw.ais.ucla.edu/guestprofile/guest

The following information must be submitted for <u>each member</u> who requires flights/lodging:
- First Name*
- Last Name*
- Date of Birth
- Gender*
- Cell Phone Number
- Email
- Selected Preferred Method of Payment**

* As listed on Driver's License or Real ID
** Zelle is <u>highly preferred</u> to process reimbursements faster
(Reimbursements are distributed for emergency purchases from personal finances)

Step 2: Sending Request

Organization's Event Coordinator must submit logistical information to
<u>UCLA Travel Services and Marlon Williams</u>.
UCLA Travel Services will work with Organizer to find proper flight (and
lodging if needed). Marlon Williams will process the request.

- UCLA Travel Services: travel@finance.ucla.edu
- Marlon Williams: marlonw@seas.ucla.edu

The Event Coordinator must email the following information to UCLA Travel
Services and Marlon Williams (emails listed above):
- Whether flights and/or lodging are required
- List of attendees requiring flights
- Account Number
- Flight Date of Departure
- Flight Date of Arrival
- Trip Name/Conference Attending
  - (e.g. Joe Bruin Annual Conference)
- Business Justification
  - Reasoning for conference attendance

**<u>If your organization requires lodging, please include the following
supplemental information in the same email:</u>**
- List of attendees requiring lodging (if different)
- Dates which require lodging
- Major Bank Credit Card **in own name**
  - Reservations can not be made unless credit card is in organizer's
    <u>own</u> name

UCLA Travel Services will coordinate with Event Coordinator to find
adequate matches.

Step 3: Receiving Confirmation

Once flights and/or lodging is confirmed. Marlon Williams will process a
Pre-Trip Request for the event.
Afterwards, the organization will receive a confirmation email from UCLA
Travel Accounting including both a flight itinerary and lodging reservation.