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 each individual who requires a flight and/or lodging.

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

The following information must be submitted for each member 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 highly preferred 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 UCLA Travel Services and Marlon Williams.
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

**If your organization requires lodging, please include the following supplemental information in the same email:**
- 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 own 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.