

MAE Pre-Travel Instructions

A. Pre-Travel set-up in Concur (UCLA's online expense management, travel and invoice software) is required prior to making travel arrangements.

1. Verify if you have a UCLA Concur Travel Reimbursement account with following the link:

<https://shb.ais.ucla.edu/shibboleth-idp/profile/SAML2/Unsolicited/SSO?providerId=https://www.concursolutions.com>

a. If you have a Concur profile, add the three MAE Support personnel names as delegates. Ask MaeSuppt@seas.ucla.edu for this information. See below instructions:

Profile setup for employees:

- Logon to the Concur website (link: <https://www.finance.ucla.edu/express>) with your Bruin OnLine credentials.
- Select Profile (top right) > Profile Settings > Request Delegates > add names listed above and select the first five boxes.

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- b. If you do not have a Concur account, send the following information to MaeSuppt@seas.ucla.edu so we can set up a Guest Profile on your behalf. The set-up process takes one full day.

NOTE: this step is required to facilitate pre-travel arrangements, travel reimbursements and general reimbursements.

Guest Profile setup for non-employees:

- Full Name; first, middle and last names required
 - Home mailing address; POB is not acceptable
 - U.S.A. Cell Phone number
 - Email address
 - Specify your preferred reimbursement method: Direct Deposit (Zelle) or paper check
 - Provide your associated Zelle phone number and email address
2. Student and lab groups travelling together: submit one document in word or excel format to MaeSuppt@seas.ucla.edu with a list of all travelers' names and their respective Zelle information as outlined above.

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DIRECT BILLED AIRFARE/ HOTEL/ RENTAL CAR INSTRUCTIONS

B. Travelers are responsible for making their own travel arrangements.

1. Travelers can contact the UCLA Travel Center to make arrangement for direct billed/ pre-paid airfare for a **\$32** Agent Booking Service fee or **\$10** Online Service fee, OR choose to pay out of pocket and get reimbursed after the fact.
 - The initial Agent Booking Service fee is listed as \$47, but will be reduced to \$32 when the Reimbursement Report is processed.
2. If you choose to work with UCLA Travel, send an email providing your airfare request so they can begin the reservation process. After you have selected and approved your flight arrangements, UCLA Travel will advise MaeSuppt@seas.ucla.edu to approve the reservation. NOTE, this step is time sensitive and requires approval within 24 hours, otherwise the reservation will expire.

UCLA Travel Center
(800) 235-8252 toll free OR (310) 206-2639; select option #2
travel@finance.ucla.edu

Copy and paste the “Required Travel Information” (see next page) into an email and send your airfare request to travel@finance.ucla.edu, cc: MaeSuppt@seas.ucla.edu :

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DIRECT BILLED AIRFARE/ HOTEL/ RENTAL CAR INSTRUCTIONS *continued*

Required Travel Information:

Business Information

- FAU
- Trip: name; NO acronyms
- Trip: location
- Trip: arrival & departure dates and times
- Business justification *example*: Rocket Project Student Group (roughly 40 students) will be attending IREC/ *spell out* Competition in Las Cruces, NM from *dates*. (List is continued on next page.)

Personal Information

- Your first, middle and last names as listed on government identification
- Date of birth
- Gender
- Contact phone number
- Email address
- Known Traveler Number/ Global Entry/ TSA pre-check, if applicable
- Mileage number, if applicable
- Aisle or window seats (not guaranteed)

Paying Department Contacts: MaeSuppt@seas.ucla.edu