A. PRE-TRAVEL SET-UP IN CONCUR:

Completion is required prior to making travel arrangements

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


   a. If you have a profile, add Marla Cooper, Diana (Persida) Radu and Cxain (Zion) Smith as delegates to your profile. See below instructions:

   Profile setup for employees:
   
   ➢ Logon to the Concur website (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.
MAE Pre-Travel Instructions continued

b. If you do not have an account, send the following information to the MAE Administrative Purchasing Team’s shared inbox (MaeSuppt@seas.ucla.edu) so we can set up a Guest Profile on your behalf. The set-up process takes one full day. 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 a) phone number and b) email address

c. Student and lab groups travelling together: submit one (word or excel) document to MaeSuppt@seas.ucla.edu with a list of all travelers, names and their respective Zelle information as outlined above.
MAE Travel Instructions
DIRECT BILLED AIRFARE/ HOTEL/ RENTAL CAR INSTRUCTIONS

Send an email to UCLA Travel and provide them your flight preferences and answers to the “Required Travel Information” listed below so that they can begin the reservation process. After you have selected your flight arrangements, ask UC Travel to copy MaeSuppt@seas.ucla.edu with your itinerary so one of the MAE Support Admin’s can approve the reservation. Note, this step is time sensitive and requires approval within 24 hours, otherwise the reservation will expire.

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

Copy and paste the bulleted paragraph listed below into an email and send your answers to UCLA Travel at travel@finance.ucla.edu, cc: MaeSuppt@seas.ucla.edu:

Required Travel 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.)
MAE Travel Instructions
DIRECT BILLED AIRFARE/ HOTEL/ RENTAL CAR INSTRUCTIONS continued

- 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: Marla Cooper and Persida Radu at MaeSuppt@seas.ucla.edu