

Key Facts for Travelers

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This overview on Librarian Professional Development is intended to assist you in the proper use of your funding for any travel-related expenditures. It offers a few tips for arranging your travel as well as submitting claims for reimbursement. If, after reading this information (and the information on the 2011/2012 Professional Development Funds page), you still have questions about the University Libraries' policies and practices related to travel, please feel free to contact Linda Taketomo in Library Business Services at taketomo@library.ucla.edu or 310/206-9768.

What Are UCLA's General Travel Policies?

University travelers are required to exercise judgment and prudence when incurring travel expenses. All travel on behalf of the UCLA Libraries must be arranged through the UCLA Travel Center. The Travel Center maintains an extensive web page with up-to-date information. The web address is: <http://www.travel.ucla.edu>

University travelers are expected to take the most economical form of transportation available (for example, choosing a higher fare in order to obtain an airline upgrade is prohibited), and travelers are encouraged to use the University's preferred vendors whenever possible.

Requests for exception to any UCLA travel policy must be submitted to Debra Shade, Director of Library Business Services, 22478 YRL (phone: 310/206-4213, email: dshade@library.ucla.edu) prior to any expense related to that exception.

What Is the UCLA Travel Center?

The UCLA Travel Center was established to serve the campus's business travel needs. It is staffed by UCLA employees and is equipped to book travel reservations, issue tickets, process travel reimbursements, and assist with other details of travel, including the campus corporate card program, taxation issues, and foreign documentation requirements. The Travel Center Web Site is full of useful information including such things as international calling codes, information on immunizations, travelers' advisories, currency conversion calculators and many more. Visit the Web Site at the address listed above.

How Do I Make My Travel Arrangements?

The first step is to complete a Traveler Profile and submit it to the UCLA Travel Center. To set up your profile, go to the UCLA Travel Center Web Page at the address above and click on Air-Car-Hotel. Then click on How to Plan Your Trip, and click on Traveler Profile. This will bring up a Profile form. Print out the profile, fill it in and fax it to the Travel Center or you may save it and email it as an attachment. If you need to amend your profile, you will need to resubmit it but will only need to include your name and the changes that you wish to make.

The profile is VERY important: The information you provide is entered into a secure travel reservation system, so that Travel Center staff will know your seating and meal preferences, frequent flyer account numbers, document delivery addresses, etc. This saves you time on the phone and reduces the possibility of errors. All profile information is maintained in strict confidence. The Traveler Profile also contains information about billing procedures for your

airline tickets.

To make arrangements, call UCLA's Travel Center at extension 62639 between 8:00 a.m. and 5:00 p.m., Monday through Friday. A Travel Consultant will pull your travel profile, and can work with you to fill your travel needs, including hotel and car rental reservations, obtaining documentation for foreign travel, and answering questions about UCLA policies. If you wish, instead of telephoning the Center, you can obtain information and make travel requests via e-mail (travel@finance.ucla.edu); information such as flight availability, fees, etc. will be returned to you in writing via email. There is also a web reservation request form at :

http://www.travel.ucla.edu/new/Res_Request_UCLA_UCOP.html

University travelers are encouraged to take advantage of University of California State (YCAL) fares for both domestic and international destinations. These fares are unrestricted, are not subject to limited seating, and may be changed or cancelled at any time without airline-imposed penalty. For a complete list of international destinations and fares, please visit UCLA Travel Center's web site.

These fares are available only for business travel and must be booked through UCLA Travel. All air fares to be reimbursed or prepaid by UCLA must be booked through UCLA Travel. Travelers are encouraged to make reservations in advance in order to take advantage of discount rates. Please note that Campus Travel now charges \$25 for domestic tickets \$150 or less, \$30 for domestic tickets over \$150, and \$30 for international tickets. This charge will also be billed to the Library. The Library will cover the service fee if librarian professional funds are used for airfare.

Whom Do I Call When I Have an Urgent Problem or a Sudden Change of Plans?

Outside the hours of 8:00 a.m. to 5:00 p.m., the UCLA Travel Center offers two options to travelers. Those who are en route and have need of immediate, emergency assistance may contact the 24-hour emergency phone number listed on your travel itinerary (1-800-235-8252) or you may leave a voice mail message at the Center's main number (310-206-2639).

How Will I Get My Tickets?

Your ticket and confirming itinerary will be emailed to you immediately upon completion of the reservation.

Who Are UCLA's Current Preferred Vendors?

The UCLA Travel Center offers discounts and negotiated contract rates with several air carriers to those flying on University business. Travelers are also eligible for state fares, which apply to government travelers.

UCLA Travel has preferred agreements with three rental car agencies for travelers on University business. The agreements include the highest level of Loss Damage Waiver (LDW) and Liability insurance. Travelers or arrangers must book using the UC Corporate ID number to get the negotiated rate and decline all optional insurance. Cars may be booked through the UCLA Travel Center, online or via telephone direct to the rental agency. These rates may be obtained at any time subject to availability at the individual location. Personal use of these rates is allowed when extending an approved business trip rental. Only the days used for the business portion will be reimbursed and LDW and Liability insurance for personal

days may not apply.

Hertz: All rates include Loss Damage Waiver (LDW) and Liability insurance when the corporate ID **#71596** is used when reserving the vehicle. These rates apply to all University travelers while on business and can be extended for related personal travel. Insurance coverage is included for the entire trip, including the personal leg.

National: All rates include Loss Damage Waiver (LDW) and Liability insurance when the corporate ID **#5400325** is used when reserving the vehicle. These rates apply to all University travelers while on business and can be extended for related personal travel. Insurance coverage is included for the entire trip, including the personal leg.

Enterprise: All rates include Loss Damage Waiver (LDW) and Liability insurance when the corporate ID **#XZ32C01** is used. (For personal rentals, ID **#CG6800** must be used.) These rates apply to all University travelers while on business.

The UCLA Travel Center has negotiated special rates at various local hotels and at some hotels in cities to which we frequently travel. All University travelers and guests are welcome to use these rates when traveling on University business. University travelers and guests may also be eligible for California state government rates. Please contact the Travel Center for further information.

Airport Parking

If you drive to Los Angeles International Airport (LAX) when you travel, you will have many choices for airport parking. But only The Parking Spot, UCLA's preferred partner, has a special rate for University travelers. Just show your UCLA BruinCard or other University ID, and you'll save 25% off the regular rates.

The Parking Spot has two clean, secure, covered valet and self-park airport facilities located just minutes from LAX. Shuttles run continuously, so getting to and from the airport is quick and easy. The Parking Spot also offers a range of convenient services, from fax and copy services to handling your dry cleaning needs!

The Parking Spot provides:

- 24-hour access to your vehicle
- No blackout periods for UCLA rates
- Timely shuttle service to and from airport terminals
 - Luggage assistance to and from shuttle
- Frequent Parker program (ask any Parking Spot employee for your free membership card)

The Parking Spot-Sepulveda 9101 S. Sepulveda Blvd. **866. SPOT LAX** (776-8529)

Conveniently located next to In-N-Out Burger®

The Parking Spot Century Location

5701 W. Century Boulevard

(310) 642-0947

Open 7 days a week, 24 hrs. a day.

Customer Pick-up: (866) SPOT LAX

Discounted Parking at Airports Other Than LAX

University employees are eligible for discounted airport parking through Park 'N Fly's Corporate Advantage Program. Our Park 'N Fly corporate rates will save employees up to 20% over Park 'N Fly's regular rates.

How to Obtain Benefits

To enroll in the program, click on the related link for your Park 'N Fly customized membership application. You will receive your membership card in two to four weeks.

You will also be able to use the logon information you established to access your account online. Once you have applied online, you have immediate access to your new account and will be able to get credit for parking. To get parking credits before your new card arrives, keep your receipts and enter your parking receipt information. See the related link to access the Park 'N Fly Home Page for more information on this program.

Other program benefits include:

- Prompt pick up at your car and at the terminal when you return
 - Available shuttles 24 hours a day, 7 days a week
 - 24-hour lot security
 - Courteous drivers who will assist with luggage
- Leisure discounts – membership can be used for leisure travel, too
 - Free newspaper
 - Frequent Parker Bonus Program

The UCLA Travel Center

10920 Wilshire Boulevard, 5th Floor
Los Angeles, California 90024
UCLA Mail Code 143348

Telephone:

310/206-2639 (during office hours)
800/235-UCLA (24 hour emergency service)
310/794-2703 (Fax)

Email: travel@finance.ucla.edu

Web Site: <http://www.travel.ucla.edu>