**Direct Billed Airfare:**

Travelers can book airfare through the UC Travel Center and have the charges direct billed to a university fund source. Advantages to using this system include avoiding out-of-pocket expenses and discounted fares.

Travelers interested in arranging direct billed airfare need to complete the following steps:

- Book your airfare through the UCLA Travel Center and specify that you want the expense direct billed to your grant/contract at time of booking.
- Have the Travel representative email the itinerary to your assigned fund manager.
- Contact your assigned fund manager and provide the following information:
  1. Fund source for payment
  2. Business Justification for travel
  3. Full legal name as it appears on passport
  4. Employee ID number
  5. UCLA email address
  6. Phone number
  7. Whether you are a US citizen or Perm Resident?
  8. Date of Birth
  9. Frequent flyer number (if applicable)
- Your assigned fund manager will create a PTA and send it to the Travel Center.
- The Travel Center will issue your ticket.
- There will be a $32 processing fee assessed by Travel Accounting.