**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.

Options for booking air travel with the UC Travel Center:

1. Call to speak with a Travel Counselor at (310) 206-2639 or (800) 235-8252.
2. Email your travel request or inquiry to [travel@finance.ucla.edu](mailto:travel@finance.ucla.edu). A UC Travel Counselor will reply to your request.

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

* Book your airfare with the UCLA Travel Center and specify that you want the expense direct billed to you grant/contract at time of booking.
* Have the Travel Counselor 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, which will then issue your ticket.

Please note a $32 domestic travel agent booking fee or $47 foreign travel agent booking fee will be assessed by Travel Accounting.

**\*\*\*Once the trip is concluded, please include your direct bill airfare itinerary with your travel reimbursement request.**