

IoES Flight Reservation Guide

updated: 8/31/2026

Need to **BOOK** a **FLIGHT**?

Traveler has **two options**:

1. Traveler can choose to pay for the flight on their own and ask for reimbursement after the trip.
2. Book your flight directly with UC Travel.

Reimbursement Option

- Make sure you have prior approval before paying out-of-pocket to ensure that you can be reimbursed after your trip
- Keep your itemized receipts and proof of payment and submit these to our purchaser at the end of your travel
- All reimbursements need to be submitted within 20 days after the end of your trip

UC Travel Option

- This option **will avoid out-of-pocket** costs for the traveler
- Contact UC Travel directly to reserve your flight

UC Travel Center

Email: travel@finance.ucla.edu

Phone: (310) 206-2639 or (800) 235-UCLA (8252)

- Note that you must choose an economy seat class. **To upgrade seats, you need prior approval from management**
- Once you have a flight itinerary from UC Travel, send it to purchasing@ioes.ucla.edu so we can pay for your ticket and finalize your reservation

Assigning DELEGATE ACCESS to IoES Purchaser

The purchaser will not be able to pay for your ticket or process your reimbursement if they have no access to your Concur profile.

UCLA traveler

- Go to the UCLA Travel website (<https://www.travel.ucla.edu>)
- Click on The New Express (scroll down to the first yellow box on your left side) and sign in with your UCLA login.
- Click on “Profile Settings” and then the “Expense Delegates”.
- Click add, then use vdelarosa@ioes.ucla.edu (Vanessa De La Rosa) as the ID to add and check the boxes allowing Vanessa to work on your reports.

Non-UCLA

Purchaser will need your:

- Full name
- Permanent address (this address should not change for 90 days after the completion of the trip)
- Email
- Telephone
- Preferred method of payment (check or Zelle. For check, please provide your permanent address. For Zelle, provide your phone number or email address associated to your Zelle account.

Purchaser will generate **CONCUR ID**

- The Concur ID is the “form of payment” used to pay for your flight.
- Once a Concur ID is generated, a final itinerary will be sent to the traveler by UC Travel.
- **VERY IMPORTANT REMINDER:** UC Travel requires flight payment (Concur ID) by 2pm the next day after you have made your travel reservation. If you miss this, you will need to restart the process all over again. Please make sure to give our purchaser enough notice to be able to generate a concur ID for you.

After the Trip

- Once the trip is complete, a report needs to be finalized in Concur.
- If you have expenses associated to this trip that needs to be reimbursed, you will have submit your reimbursement request to purchasing@ioes.ucla.edu
- Reminder: all reports and reimbursements need to be submitted **within 20 days after the end of the trip**

Reminder:

Once flight is confirmed, any changes to your flight that you need to make must be made **directly with UC Travel.**

If you have any questions, please email:
purchasing@ioes.ucla.edu