Workflow for Booking a Flight for Library Travel

Indicate on the Library Travel Pre-approval Request Form whether you want to directly bill the airfare to UCB and then submit your request.

Are you paying airfare out-of-pocket?

— No →

When you receive a Direct Bill ID from LBS, compare cost-saving booking options.

Is travel complex?

— Yes →

— No →

Book through BCD Travel Online using Direct Bill ID.

Call the UC Travel Center at 1-800-235-UCLA (8252) to book using Direct Bill ID.

Yes →

Book using a personal credit card. Register out-of-state trip for insurance coverage.

Retain the receipt.

Within 30 days of completing your trip, record your actual expenses on the Travel Expense Report and upload your flight itinerary and all required receipts. Submit to LBS.

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