

Prepaid Airfare

UCLA Meyer and Renee Luskin Department of History

For direct-billed flight reservations, please email purchasing@history.ucla.edu.

- Please have ready:
 - full legal name
 - date of birth
 - phone number and email address
 - dates and times of travel
 - frequent flyer number, if any
 - preferred flights, if any

- Once flights are selected, UC Travel will send a proposed itinerary along with a payment-needed notification to you and History finance staff.

- History finance staff will have 24 hours to process the itinerary request and provide the funding source/FAU.

- UC Travel will then issue the booking confirmation within the following 1-2 business days.