



Guest Profile + Flight Request Form

For Guests, please fill out all.

For Employees, you may skip Part A.

Traveler's Information

(The first and last names shown on the reservation must be identical to those on the photoidentification that the guest traveler will be presenting at the airport.)

Legal First Name: _____ Middle Name: _____

Legal Last Name: _____

Gender: _____ Date of Birth: _____

Email Address: _____ Phone Number: _____

Part A: Payment Method for Guests

Select preferred method of payment of check or direct deposit via Zelle.

Please select even if you are not expecting a reimbursement as it is required for a guest profile.

Mailing address is required regardless of payment method.

Mailing Address: _____

City: _____ State: _____ Zip: _____

Country of Residence: _____

Check (to mailing address above)

Zelle Email: _____

Zelle Phone Number: _____

Please indicate if you are a U.S. Citizen. If not, you must submit a Declaration of Immigration Status Form

U.S. Citizen

Declaration of Immigration Status Form is attached (along with necessary documents)

Part B: Funding and Trip/Flight Information

PI _____ PI Approval Signature _____

Funding source(s): _____ Fund Manager(s) _____

Purpose of Trip (spell out all acronyms):

Departure Date: _____ Return Date: _____

Departure Airport (three-letter name): _____ Arrival Airport (three-letter name): _____

Preferred Carrier: _____ Preferred Times: _____

Frequent Flier #: _____

Seat preference (aisle, window, etc—may not always be available): _____

If trip is more complicated than a Destination A to B itinerary, please feel free to provide screenshots of requested itinerary with this form and/or provide additional details here:

**In general, UCLA will pay for economy fares. Travel should be scheduled as far in advance as feasible and prudent in order to obtain the lowest possible fares.*