

# UCMERCED

## ACT Service Now Requests (Airfare, Hotel & Rental Car)

### How to request airfare, hotel and/or car rental reservations:

1. Go to: <http://act.ucmerced.edu/>
2. Sign in with your UCM login information and password.
3. Scroll down and click on “Submit a Request”



- Next, click on “Travel & Entertainment”



The UC Merced Service Hub will continue to evolve to meet campus ne

Administrative Coordination Team



- Benefits / Leave
- Financial Requests
- Personnel Requests
- Travel & Entertainment**
- My ACT Requests

Web: [act.ucmerced.edu](http://act.ucmerced.edu)

Email: [act@ucmerced.edu](mailto:act@ucmerced.edu)

Office: 209-228-1228

Main Office:  
Parcade Office Building  
1735 M Street  
Merced, CA 95340

- Next, click on “Travel Reservations”:

The page shows a navigation bar with "Home", "ACT Services", "Approvals", and "My Orders". Below it is a "My Requests" sidebar with a list of requests. The main content area is titled "Travel and Entertainment Requests" and contains a list of items: "Travel Reimbursement" and "Travel Reservations". The "Travel Reservations" item is circled in red.

Home ACT Services Approvals My Orders


My Requests

- RITM0044179 - Printer Installation  
Ordered 05-11-2017
- RITM0035772 - Device Setup (Desktop/Laptop)  
Ordered 01-05-2017
- RITM0035112 - General IT Request  
Ordered 12-16-2016
- RITM0034814 - Device Setup (Desktop/Laptop)  
Ordered 12-13-2016
- RITM0027541 - General IT Request  
Ordered 08-16-2016

Service Catalog > Travel and Entertainment Requests

### Travel and Entertainment Requests

Items

-  Travel Reimbursement  
▶ preview
-  **Travel Reservations**  
▶ preview

Created: 11/20/17

For additional details, please contact [ssha.travel@ucmerced.edu](mailto:ssha.travel@ucmerced.edu)

6. Fill out all of the required \* fields (some examples are provided below):

Short Request Description

\* Short Request Description

Example: SSHA - Jane Smith - Conference Travel to Washington, DC (Flights & Hotel)

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Request Details

Is your Connexus profile up to date?

Yes ▼

Is This a Personal Reservation?

No ▼

\* Traveler Legal Name (if different from name above)

► More information

Example: Jane Brooklyn Smith

\* Please Provide a Contact Phone Number For This Trip

Example: Cell Phone #: 209-228-7742

Email address (for non-UCM personnel)

\* Please Provide a Business Justification for This Request

Example:  
I am attending the ABC professional conference in Washington, DC (July 4 - July 10, 2017).  
During this conference I will be the keynote speaker and presenting 2 papers.

\* FAU or Project For This Trip

Example: Attached is the approval from Professor Smith to use her start-up account.

Will This Reservation Be Funded By a Contract Or Grant?

Yes

No

Unknown

\* Trip Start Date

Example: 07/04/2017

\* Trip End Date


Example: 07/10/2017

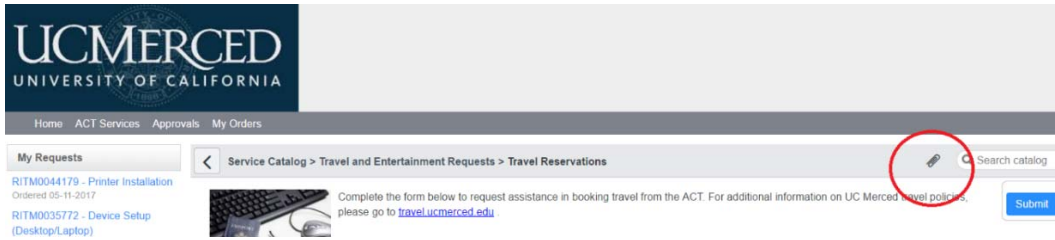
Flights?

Yes ▼

Created: 11/20/17

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7. If you know the flight that you would like to book, please attach your preferred flight itinerary to this request. Go to the top of the page and click the paperclip  icon on the left hand side of the screen.:



8. If you don't know what flights you would like to book, please fill out the Flight Information section:

Flight Information (fill out the following information or attach reservation information using the paper clip in the upper right hand corner of the request)

From:

Departure Date:

Departure Time:  Morning  Mid-Day  Evening  Other

Meeting End Time (please specify a time when your meeting ends to assist with booking travel):

To:

Return:

Departure Time:  Morning  Mid-Day  Evening  Other

9. Next, if needed, provide the requested information for a Rental Car and Hotel Reservation:

Rental Car

Rental Car?

Additional Rental Car Information:

Will You Be Sharing The Rental Car?

Hotel Reservations

Hotel:

Hotel Brand:

Additional Hotel Details:

Additional Items / Comments for the ACT:

ACT is able to make a hotel reservation for you. **Reminder:** the maximum daily rate for a hotel is \$275.00 plus tax, per night. If you need to reserve a hotel that is more expensive, please contact [ssha.travel@ucmerced.edu](mailto:ssha.travel@ucmerced.edu) BEFORE booking the hotel.

10. Click “Submit Request” button when you have filled out all of the applicable fields.

Questions:

- If you have any questions, please contact us at [ssha.travel@ucmerced.edu](mailto:ssha.travel@ucmerced.edu)