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

2. Sign in with your UCM login information and password.

3. Scroll down and click on “Submit a Request”
4. Next, click on “Travel & Entertainment”

5. Next, click on “Travel Reservations”:
6. Fill out all of the required * fields (some examples are provided below):

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

- **Request Details**
  - Is your Connexxus profile up to date?
    - Yes
  - Is This a Personal Reservation?
    - No
  - Traveler Legal Name (if different from name above)
    - 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
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:

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

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 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