

# CLINICAL TRIALS – PARKING VOUCHERS FOR CT SUBJECTS

*Revised October 16, 2024*

**OVERVIEW**

Research Administrators and other assigned administrative contacts, such as purchasers, can request courtesy parking vouchers for clinical trial subjects/patients with scheduled visits on behalf of the Study Team. Authorized department full accounting units (FAUs) are recharged for the parking services, so guests can park hassle-free and to avoid subject reimbursement processes.

It is important to verify if subject parking and costs are approved in the Clinical Trial Agreement (view current patient [parking rates](#)).

• **Notes**

- Type of parking voucher (Coupon Code or Chaser Validation) needed is dependent on subject visit location and nearest parking lot.
- Parking availability during regular business hours is extremely limited. Departments should only request the amount of parking needed in order to maintain parking availability for other on-campus departments requesting coupon codes.

• **Tips**

- Request parking in advance of subject visits to allow enough time for parking voucher processing time to provide subjects with parking instructions and directions/map (see last section Contacts & Resources for UCLA parking maps by location)
- Study Team should be tracking subject parking with their scheduled visits on a parking log to maintain study records of assigned parking and to provide to Research Administrator ([CT Subject Parking Log Template](#)).

Sponsor Name	Protocol #	IRB #	Date Study Open To Accrual:	
PI:			FAU:	
Date of Pt Visit	Subject ID	Date Parking Issued	Type of Parking Voucher Issued (Chaser or Coupon Code)	Voucher / Code #

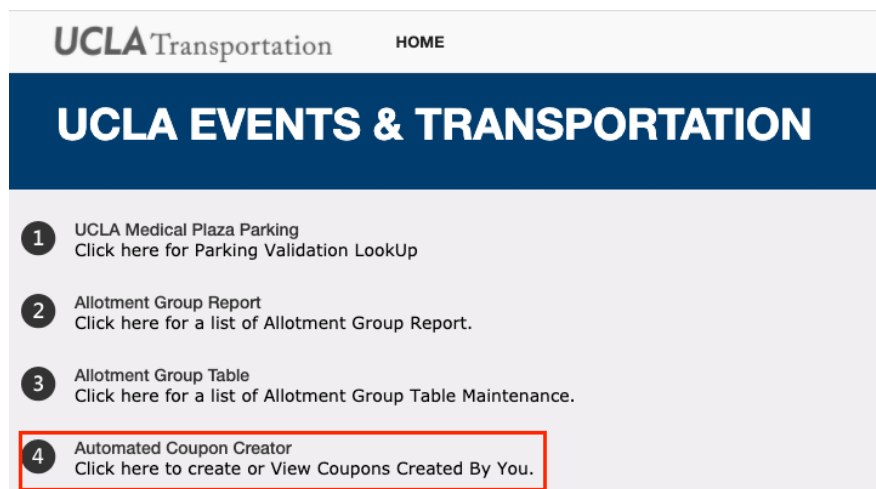
**HOW TO REQUEST PARKING VOUCHERS**

1. Ensure access prior to requesting/processing parking vouchers by verifying access to 1) [Automated Coupon Code System](#) and 2) [Online Financial System: Recharge](#). Request assistance as needed and as noted below:
  - a. **Coupon Code:** Authorized requestor (i.e. Research Administrator / Fund Manager) needs to contact departmental DSA (i.e. in DOM – [DOM\\_DSA@mednet.ucla.edu](mailto:DOM_DSA@mednet.ucla.edu)) to ensure assignment to TSREQ role in DACSS then email [transportation@ts.ucla.edu](mailto:transportation@ts.ucla.edu) to request access to the [Automated Coupon Code System](#).
  - b. **Chaser Validation:** Will require access to [Online Financial System: Recharge](#). Contact your departmental DSA for assistance.

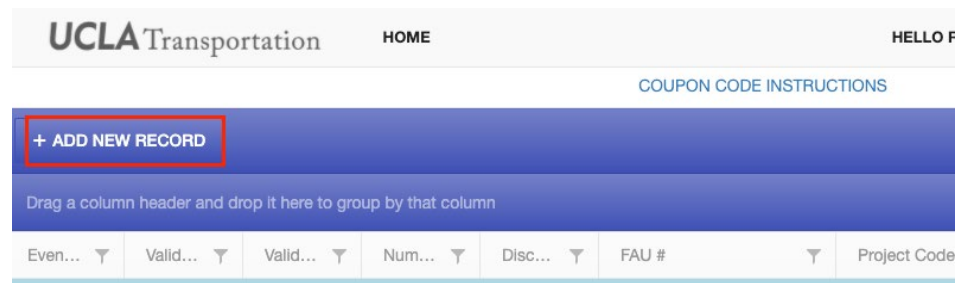
2. Obtain study *subject date(s) of scheduled visit and location* from Study Team in order to complete request for parking voucher (Coupon Code vs Chaser Validation).

a. **Coupon Code**

- Valid for parking at Pay-On-Entry (no cashier at exit) parking systems at most non-MP/JS parking lots including CHS/CTRC, lots 2, 3 North, 4, 5, 7, 8, 11, 18V, 27, 32, 36, DD, E, RC, SV ([UCLA Visitor Parking](#)).
- Coupon Codes are *instantly* generated upon submission; however, it is recommended to generate coupon code at least 2 days prior to patient visit date and can only be generated for the current and upcoming month.
- FAU will be recharged for *used* coupon codes only at the current [daily rate](#).
- [Instructions for Automated Coupon Code Creator](#)
  1. Access the [Automated Coupon Code System](#)
  2. Select the link for “Automated Coupon Code Creator” near the bottom of the page



3. Select “Add New Record” on the top of the left of the page



4. Enter the information into the correct areas on the form
- **Event Name** – Enter the name of your study identifier such as IRB
  - **Valid Location** – Select the parking area where you want the coupon code to be used (view [UCLA Visitor Parking](#) lots)
  - **Valid Date** – Select the date that you are requesting the coupon code to be active (can only select a *single* date for *each* coupon code).
  - **Number of Uses** – Enter the number of uses for the coupon Code. Each coupon code is only valid on the single date selected and can be used *up to* the number of uses selected (*Note*: The number of uses will vary depending on the space availability on the date of the event and parking

area selected. If your event requires more uses than can be requested at that time, please select the next available parking area)

- **Amount** – The cost of coupon codes will automatically adjust depending on the parking area requested and at the current daily max rate (view current [parking rates](#) by lot)
- **FAU #** – Type in the FAU that you want to use for the reservation. You will need to type in at least two digits of the loc, fund, or account number to search for an FAU.
- **Project Code** – You may type in a project code but this is not required (recommended project code: SBJTPK)
- **Source** – You may type in a source code but this is not required

Create A New Coupon

<b>Event Name</b>	IRB Number
<b>Valid Location</b>	Structure 18V <span style="float: right;">▼</span>
<b>Valid Date</b>	05/21/2021 09:16 AM <span style="float: right;">📅</span>
<b>Number Of Uses</b>	1 <span style="float: right;">▲▼</span>
<b>Amount</b>	\$14.00 <span style="float: right;">▲▼</span>
<b>FAU #</b>	Type An FAU
<b>Project Code</b>	SBJTPK
<b>Source</b>	

⏪ CANCEL
SUBMIT

5. When you have verified that all the information is correct, select “Submit”
6. The automated coupon code will appear in the table on the right side of the page (Zoom out if you are not able to see the entire coupon code)

+ ADD NEW RECORD

Drag a column header and drop it here to group by that column

Event ... ▼	Valid L... ▼	Valid D... ▼	N. ▼	Discou... ▼	FAU # ▼	Project ... ▼	Source ▼	Coupon Code ▼	Created? ▼	Created... ▼
Event Test	Structure 08	05/01/2020	5	\$13.00	4-721290/XX-66072-03			CC2172289	☑	04/15/2020

7. Provide the automated coupon code(s) to Study Team

**Tip:** Take screenshot of newly generated codes and share with Study Team since it provides coupon code with study details including study name, FAU, parking rate. For new studies, provide Study Team [CT Subject Parking Log Template](#).

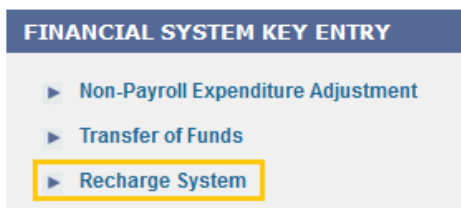
**b. Chaser Validation**

- Valid for Pay-On-Exit (cashier at exit) parking systems at UCLA Medical Plaza (MP), including Ronald Reagan UCLA Medical Center, and Jules Stein (JS) Eye Institute parking facilities ([UCLA Patient Parking](#)).

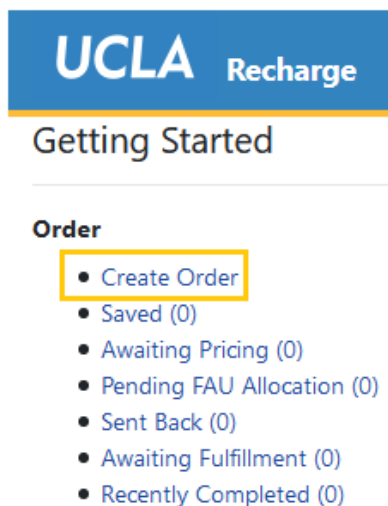
- Recharge order request processing time is on average 3-5 days but may take up to 2 weeks to process. Recommended to request Chasers at least 3 weeks in advance of patient visit date to allow enough time for order processing as well as patient visit coordinating.
  - Pick-ups are *by appointment only* at the Ronald Reagan UCLA Medical Center, Parking Cashier Lobby.
- Each Chaser Validation batch has varied expiration dates. Please always check with Parking Coordinators ([pcoordinator@ts.ucla.edu](mailto:pcoordinator@ts.ucla.edu)) of current expiration dates.
- [Instructions on submitting Parking Recharge request](#)
  - Log onto [Online Financial System](#) on [UCLA Business & Finance](#) website



- Select [Recharge System](#)



- Select “Create Order” under Order section



- Enter the information into the correct areas on the form
  - **Name** – Requestor/your name will auto-populate
  - **Department** – Requestor/your department will auto-populate
  - **Phone Number** – Enter your phone number
  - **Explanation** – Enter study details such as sponsor name, protocol name, IRB#, visit date(s) and parking location
  - **Deliver To** – Enter name and contact info of who will pick up Chaser Validations (when chaser is ready, UCLA Transportation will email instructions for pick-up including available dates and times)

- **Service Unit’s Fund** – Enter “70200” for transportation/parking department
- **Service Unit** – “0001-Parking Operations” will auto-populate once service unit fund (70200) is entered
- **Goods and Services Description** – Enter “D-CHASERTK” for chaser
- **Quantity** – Enter the number of Chaser Validations needed (estimated number of subject visits) for the specified study (*Note*: FAU will only be recharged for used validations but only request the amount of parking needed in order to maintain parking availability for departments)
- **Rate** – Enter the current daily max [parking rate](#) of desired parking location (Med Plaza, RR UCLA Med Ctr or Jules Stein)

UCLA Recharge

### Create Order

<b>Name</b>	<b>Department</b>	<b>Phone Number</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Explanation</b> 368 characters left.	<b>Deliver To</b> 5 characters left.
**CLINICAL TRIAL INFO** SPONSOR: PROTOCOL: IRB: VISIT DATE(S): PARKING LOCATION:	** STUDY COORDINATOR(S) INFO** NAME: EMAIL: PHONE: DEPT/DIV: (WHEN CHASER IS READY, UCLA TRANSPORTATION REP WILL EMAIL INSTRUCTIONS FOR PICK-UP)

<b>Service Unit's Fund</b>	<b>Service Unit</b>
<input type="text" value="70200"/>	<input type="text" value="0001-PARKING OPERATIONS"/>

<b>Goods and Services Description</b>	<b>Quantity</b>	<b>Rate</b>
<input type="text" value="D-CHASERTK"/>	<input type="text" value="# CHASERS = PT VISITS"/>	<input type="text" value="(CHECK CURRENT RATE ONLINE)"/>
		<b>Total:</b> \$0.00

- When you have verified that all the information in correct, select “Submit”.
- Forward Chaser Validation recharge order to Study Team. UCLA Transportation will email instructions for pick-up once Chaser Validation(s) order request has been processed. If order confirmation not received in 7 business days, contact Parking Coordinators ([pcoordinator@ts.ucla.edu](mailto:pcoordinator@ts.ucla.edu); (310) 206-7565)

## **CONTACTS AND RESOURCES**

### **General Inquiries**

[Transportation](#)

(310) 794-7433

[transportation@ts.ucla.edu](mailto:transportation@ts.ucla.edu)

### **Chaser Validations**

[Parking Coordinators](#)

(310) 206-7565

[pcoordinator@ts.ucla.edu](mailto:pcoordinator@ts.ucla.edu)

### **Coupon Code**

[Special Events](#)

[sehelpdesk@ts.ucla.edu](mailto:sehelpdesk@ts.ucla.edu)

### **Parking Rates & Fees**

#### **Maps**

[UCLA Campus Parking Map](#)

[Clinical and Translation Research Center \(CTRC\) / Center for the Health Sciences \(CHS\)](#)

[Medical Plaza](#)

[Patient Parking \(Ronald Reagan UCLA Medical Center, Jules Stein Eye Institute\)](#)