Overview

Fund Managers 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 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 Fund Manager (CT Subject Parking Log Template).

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. fund manager) needs to contact departmental DSA to ensure assignment to TSREQ role in DACSS then email 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/JR 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 cannot be generated earlier than 3 months in advance.
      - 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

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)

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](#).
CT – Parking Vouchers for CT Subjects

DOM Fund Manager’s Manual

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. Recommended to request Chasers at least 7 days in advance of patient visit date to allow enough time for order processing as well as patient visit coordinating.
• Each Chaser Validation batch has varied expiration dates. Please always check with Parking Coordinators (pcoordinator@ts.ucla.edu) of current expiration dates.
• Instructions on submitting Parking Recharge request.

1. Log onto Online Financial System on UCLA Business & Finance website

   ![Online Financial Systems]

2. Select Recharge System

   ![Recharge System](image)

3. Select “Create Order” under Order section

   ![Getting Started]

4. 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
   - **Delivery 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)
- **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)

5. When you have verified that all the information is correct, select “Submit”.

6. 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; (310) 206-7565)

**Contacts & Resources**

- **General Inquiries**
  - Transportation
    - (310) 794-7433
    - transportation@ts.ucla.edu
- **Chaser Validations**
  - Parking Coordinators
    - (310) 206-7565
    - pcoordinator@ts.ucla.edu
- **Coupon Code**
  - Special Events
    - sehlpdesk@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
Ronald Reagan UCLA Medical Center
Jules Stein Eye Institute