

Request to add or remove entitlement to book business travel

For employees and certain categories of affiliates to the University¹

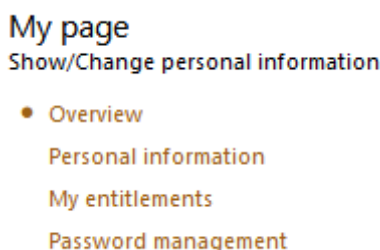
If you wish to book business travel, you must create a traveller profile with the University's procured travel agency in order to be able to log in to their self-booking service or book by customer service. In order to create a traveller profile, you must have a valid entitlement in Lucat.

The employee and their manager are responsible for requesting and approving the entitlement when it is needed and removing it when it is no longer relevant. Basic information such as name and email are transferred to the agency traveller profile, while other information such as mobile telephone number must be updated regularly by the traveller themselves. Avoid adding more information than necessary to your traveller profile.

NB: Even if you have entitlement to book trips, you must follow the rules on travel and all business travel is to be approved before booking according to the current version of the Delegation Rules.

My entitlements

1. Log in at <https://lucacat.lu.se>.
2. Choose *My entitlements* in the left-hand menu *My page*.



Request entitlement to make travel bookings

1. Click on the link [Request an entitlement](#).

[← Back to overview](#)

Entitlements

[Request an entitlement](#)

Requested for	Automatically assigned
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Entitlements for IT services

2. Choose *Type of entitlement* **“IT service”** and click on Continue.
3. Choose *IT service group* **“Infrastruktur”** by clicking on the dropdown menu
4. Choose *IT service* **“Resebokning”** by clicking on the dropdown menu
5. Choose *Entitlement* by clicking on the dropdown menu and choosing one of the entitlements:
 - **“Resenär/Traveller”** (the right to book travel for yourself)
 - **“Resebokare/Travel booker”** (the right to book travel for yourself and others, including colleagues and guests)

¹Categories that are defined as employee in Lucat. Contact your directory administrator for more information.

Request an entitlement

The available entitlements for which the relevant user can apply are presented below. Start with the IT service group (i.e. large area to which the IT service belongs). Next, select the relevant IT service, after which the entitlements available for the user will be selectable in the third dropdown menu. Certain entitlements have further requirements, for example that the user account has the assurance level Confirmed (e.g. IT services containing personal data or which process financial transactions) and provide information about this in connection with attempts to create an application to obtain entitlements.

IT service group
Infrastruktur

IT service
Resebokning

Entitlement
Resenär

Entitlement description

Denna behörighet ger dig tekniska rättigheter att boka resor åt dig själv hos universitetets resebyrå. Från det att du har ansökt om denna behörighet (och ansökan beviljats av ansvarig chef) dröjer det till efter den nattliga överföringen innan en s k reseprofil skapats.

NB: You can only have **one** of these types of travel booking entitlement. If you wish to change between traveller and travel booker, or due to a change of position within LU would like to change your cost centre in your traveller profile, you must first remove your existing entitlement (see under the heading Remove travel booking entitlement below) and then apply for a new one. Removing an entitlement must also be approved by your manager.

It is not currently possible to request a new entitlement until the removal of the previous one has been approved. The removal and request must be submitted the **same day** in order to ensure there is no gap and that no profile data disappears.

6. Start by filling in the cost centre, number (figure >1) or the name of the cost centre, in the field to the left of the Add button. The system filters the list for you as you enter numbers. Select your cost centre and click on **Add**.

Ansök om behörighet

Resebokning

Behörighet

Resenär

Beskrivning av behörighet

Denna behörighet ger dig tekniska rättigheter att boka resor åt dig själv hos universitetets resebyrå. Från det att du har ansökt om denna behörighet (och ansökan beviljats av ansvarig chef) dröjer det till efter den nattliga överföringen innan en s k reseprofil skapats.

Ange vilken organisation/enhet behörigheten ska gälla för.
Fyll i respektive sökruta nedan och klicka på Lägg till.

Attestenhet(er)

8295

Lägg till

829508
LDC Stab
829516
LDC Verksamhetsstöd
829516-1
LDC - Servicedesk/televäxel

Behörighetskommentar

Avbryt Ansök

7. Click on **Request**.

Each travel booking entitlement is to be connected to **one** cost centre. Choose the cost centre you will be travelling on behalf of. If you have more than one employment, choose the one you travel for most often. The cost centre will be saved in your profile but can be changed when making a booking. Remember to change this when booking so that travel statistics are accurate and so that the invoice goes to the correct person for checking if you are not a Proceedo/Lupin user.

Entitlement to book travel in Lucat requires approval by your manager before it will go through.

Requests are sent for approval. The day after approval the travel agency creates or updates the traveller profile.

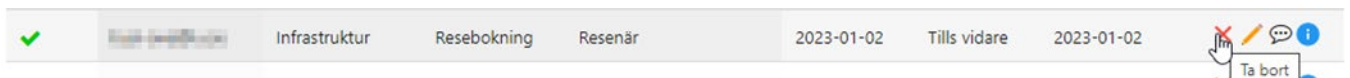
Under **My orders** in the left-hand menu, the request will be marked as Processing as long as it has yet to be approved.

Updates are visible in the **Status** tab. Here you can see who is responsible for approving your entitlement.

When the entitlement is approved, the **Requested for** tab will be updated with the requested entitlement.

Remove entitlement to make travel bookings

1. Requested entitlements are visible under the **Requested for** tab (aside from the automatic entitlements that come as part of your employment).
2. You can remove requested entitlements by clicking **Remove**.



Entitlement to book travel in Lucat requires approval by your manager before it will be removed. Requests are sent for approval. The day after approval the travel agency deletes the traveller profile.

Read more about entitlements at <https://www.staff.lu.se/lucat-lu-staff-and-affiliates>.