Creating Arranger Settings

For Travelers:

• The selection of Travel Arrangers is completed in the Connexxus Profile. Travelers should access the Connexxus Portal and click on “My Profile”.

For Travel Arrangers:

• Travel Arrangers have a dedicated portal for arranging travel and managing their travelers. More detailed instructions on using the Travel Arranger portal are available in a separate document.

Accessing Previous Bookings

• Click Trips in the menu bar to access your reservations
• Click Select to access the booking you want to view, change, or cancel
• Click Cancel Trip to cancel a reservation. (Be sure to review messages to determine if your ticket is eligible for void, refund, or use toward future tickets)
• If a trip is on Hold, click Purchase Trip to complete the booking
• Click Modify or Remove to change items in your itinerary
• Use the Add to Your Trip section to add a component to your reservation

Using Trip Templates

• To quickly book repeat trips with air/rail, hotel, and/or car options, create a trip template from the Trip Details, Traveler Information, Billing Information, or Reservation Complete page
• Enter a template name, then click Save Template
• To use a template, click Templates in the menu bar
• Click Select next to the template you want to use, enter new travel dates and click Price Itinerary

Contact Belinda Borden at bborden@finance.ucla.edu with questions or suggestions about the UC Travel Online Site.

UC Travel Online
Quick Reference Guide

UC Travel has designed a corporate online booking site especially for UC employee’s business travel needs.
• Easy To Use – New look and feel makes it easy to book business trips online
• Convenient – Book air, car and hotel reservations online
• Control – Choose from the widest selection of travel options available
• Savings – Reduces UC travel costs and improves negotiations with our preferred suppliers

To Access UC Travel Online
• Logon to the Connexxus Portal
• Click on UCTC “Book Online”
Tips For Booking Trips

• Dates, locations, and times are based on what you enter on the homepage (results are based on availability and University travel policy)
• When making a booking, from the homepage, select only those items that pertain to your trip (air, car, train, hotel)
• University preferred providers are indicated by or .
• To sort options, click on column headers or modify the search sliders.
• To check your current itinerary, click the View Details link.
• To change your flight search criteria during the booking process, click the Modify Search link near the top of the page.

You’re Ready to Book a Trip:

From the Home page:

• If Personal Travel, select “Personal Travel” in the dropdown. If State Fares, select State Fares. Both options will proceed to the appropriate site. For Published Fares, enter your trip search criteria.
• Check the appropriate boxes for Flights/Trains, Hotel, Car, and select Select Round-trip, One-way, or Multi-destination.
• Select Search Options.
• Enter your cities, dates, and times, then click Begin Search.

Air

• Use the Select button to choose departing and then returning flight options.
• If needed, modify search criteria using the search sliders on the left hand side of screen.
• If applicable, you can select alternate, low-price options.
• Select your seats for each flight segment.

Hotel

• You can search for hotels by: address or city, near an airport, near University locations and other points of interest, or by the University’s negotiated properties.
• Choose the hotel and room rate using the Select buttons on the hotel pages.

Confirming Bookings

• For Direct Billed bookings, if your campus requires, you will need to obtain an authorization number to complete the booking and enter it when prompted.
• Modify or Remove any itinerary options on the Review/Modify Trip page.
• Verify the information on the Traveler Information and Billing Information pages.
• Click Purchase Trip to complete the process.
• Print a copy of the Reservation Complete page if needed.
• You will receive an e-mail confirmation when the booking is purchased or held.

NOTE: Check the hours of operation for an off-airport location to make sure they are open during your pick up and drop off times.