



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

Creating Arranger Settings

For Travelers:

- The selection of Travel Arrangers is completed in the Connexus Profile. Travelers should access the Connexus 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

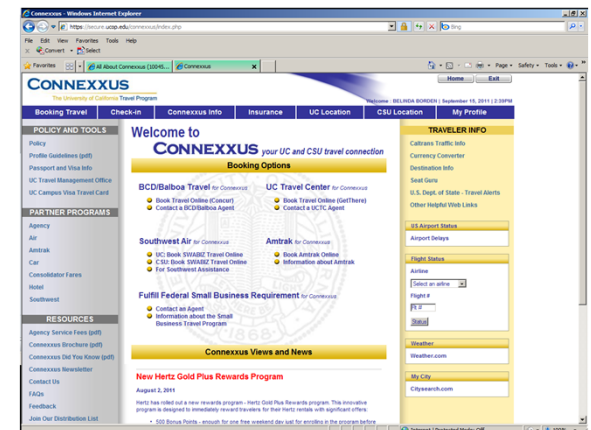
- Click **Trips** in the menu bar to access your reservations
- Click **Select** to access the booking you want to view, change, or cancel
- Click **Cancel Trip** to cancel a reservation. (Be sure to review messages to determine if your ticket is eligible for void, refund, or use toward future tickets)
- 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

Trips				
Display: <input type="text" value="All Trips"/>				
Vernon Bear's trips				
Trips on Hold				
You have no trips on hold.				
Active Trips				
You have no active trips.				
Past Trips				
Vernon Q Bear	Denver May 19, 2006 at 04:28 PM	Flight	Record # JEAWLS Active	Select
Vernon Q Bear	Los Angeles May 09, 2006 at 03:17 PM	Flight	Record # BZGIZN Active	Select
Cancelled Trips				
Traveler	Destination	Trip Type	Notes	Select
Vernon Q Bear	Phoenix Jul 10, 2006 at 03:00 PM	Rental Car	Record # CENFOJ Cancelled	Select

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.



To Access UC Travel Online

- Logon to the Connexus Portal
- Click on UCTC "Book Online"

Tips For Booking Trips

- Dates, locations, and times are based on what you enter on the home page (results are based on availability and University travel policy)
- When making a booking, from the home page, 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

Legend:  Company Preferred  Out of Policy

1 How would you like to search?

Address or City Near an Airport Negotiated Properties

* City or Airport Code: * = Required

Show company locations and other points of interest
Enter city and state or airport code to show location information.

2 When would you like to go? * = Required

* Check-in: * Check-out:

3 What other options would you like to search?

- Click Search cars to view the University's preferred car rental companies.
- To reserve, click the car rate on the lowest preferred vendors rate.

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


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 a e-mail confirmation when the booking is purchased or held


1 Review Trip Details

Flight Details | Roundtrip

DFW to ORD - 0 stops [Modify this flight](#) [Remove this flight](#)

Wed, Aug 16 6:15 AM to 8:25 AM Dallas-Ft Worth, TX (DFW) to Chicago, IL (ORD)  American Airlines Flight 2320 1st Y, Coach Y [Fare Rules](#)


ORD to DFW - 0 stops [Modify this flight](#) [Remove this flight](#)

Fri, Aug 18 2:55 PM to 5:20 PM Chicago, IL (ORD) to Dallas-Ft Worth, TX (DFW)  American Airlines Flight 2337 1st Y, Coach Y [Fare Rules](#)

Base Airfare: 189.77 USD
Taxes and Fees: 34.83 USD
Flight Total: 224.60 USD

Hotel Details

Chicago, IL [Modify this hotel](#) [Remove this hotel](#)

Check-in: Wed, Aug 16 [On Request](#)
Check-out: Fri, Aug 18 [BEST AVAILABLE RATE, 1 KING BED, COFFEEMAKER, DATA PORT, DELUXE ACCOM.](#)  Hilton **Hilton Chicago O'Hare Airport** CHARE INTL ARPT AMF CHARE, IL 60666


Total Hotel Stay: 2 nights

Cancellation Rules: 08PM 16AUG06
Guarantee Rules: CREDIT CARD GUARANTEE
Deposit Rules: NO DEPOSIT IS REQUIRED AT THIS TIME. PLEASE SEE GUARANTEE POLICY.

Rate Per Room: 239.00 USD
Sum of Nightly Rates: 478.00 USD
Taxes and Fees: unavailable
Estimated Hotel Total: 478.00 USD

Car Details

Chicago, IL [Modify this car](#) [Remove this car](#)

Pick-up: 9:00 AM, Aug 16, 2006 [On Request](#)
Drop-off: 2:00 PM, Aug 18, 2006 [Intermediate 2 or 4 door](#)  Enterprise In Terminal

Total Rental Time: 2 days
Chevy Cobalt
all conditions
automatic transmission

Pick-up Location: Chicago (ORD)
Drop off Location: Chicago (ORD)

3 Add to Your Trip

Add hotel room [Add Item](#)

[Start Over](#) [Continue with Reservation](#)