

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's 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

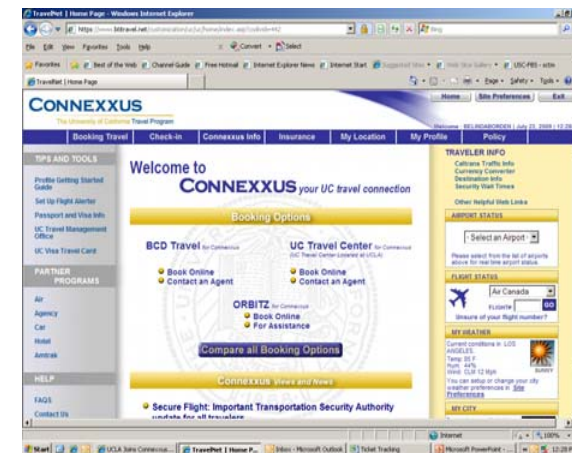
- Click **Trips** in the menu bar to access your reservations
- Click **Select** to access the booking you want to view, change, or cancel
- Click **Cancel Trip** to cancel a reservation. (Be sure to review messages to determine if your ticket is eligible for void, refund, or use toward future tickets)
- 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 # JEAVLS 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 03:17 PM	Rental Car	Record # CBNFOJ 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
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questions or suggestions about the
UC Travel Online Site.



To Access UC Travel Online

- Logon to the Connexus Portal
- Click on UC Travel Center "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 the column headers
- 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 *Begin Search* page:

- Tell the system if the booking will be billed to the University or paid by individual credit card. If Yes proceed to the correct site.
- Check the appropriate boxes for Flights/Trains, Hotel, and/or Car
- Select Round-trip, One-way, or Multi-destination
- Select Search Options
- Enter your cities, dates, and times, then click **Begin Search**



The screenshot shows the UC TravelCenter interface. At the top, it says 'UC TravelCenter' and 'CONNEXUS'. Below that, there are navigation tabs for 'Home', 'Trips', 'Profile', and 'Reservations'. The main section is titled 'Find Me The Best Trip!' and includes several filters and options:

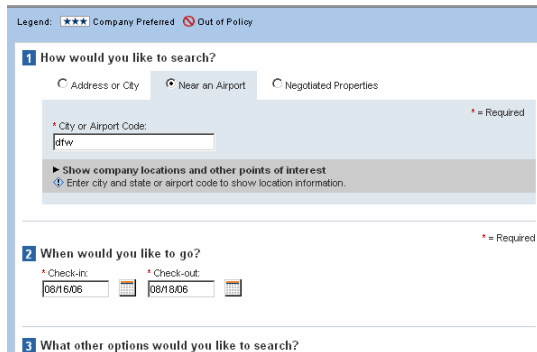
- 'Will this trip be Direct Billed?' with a dropdown menu.
- 'Flight or Train' and 'Hotel' checkboxes.
- 'Roundtrip or One-way' and 'Multi-destination' radio buttons.
- 'Shop by Schedule' and 'Shop by Price' radio buttons.
- 'Depart' and 'Return' date and time pickers.
- 'From' and 'To' location pickers.
- 'Show Search Options' with expand/collapse controls.
- 'Additional UCLA Travel Site Options' with a 'Single Search' button.
- 'Accommodations' section with a 'Single Search' button.
- 'Travel Tools' section with links for 'Check Cancellations', 'Cancel/Change Policy', 'Health Passport', 'Maps', 'Weather', and 'Flight News'.

Air

- Choose your departing and then returning flight options using the **Select** button
- If applicable, you can select alternate, low-price options
- You may need to identify reasons for out-of-policy selections if your selected itinerary is not compliant with UC Travel policy
- 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



The screenshot shows a search interface with a legend at the top: '*** Company Preferred' and 'Out of Policy'. The main section is titled '1 How would you like to search?' and includes:

- Search criteria: 'Address or City', 'Near an Airport', and 'Negotiated Properties'.
- 'City or Airport Code' field with 'dfw' entered.
- 'Show company locations and other points of interest' section with a sub-option to 'Enter city and state or airport code to show location information'.
- '2 When would you like to go?' section with 'Check-in' (08/16/06) and 'Check-out' (08/18/06) date pickers.
- '3 What other options would you like to search?' section.

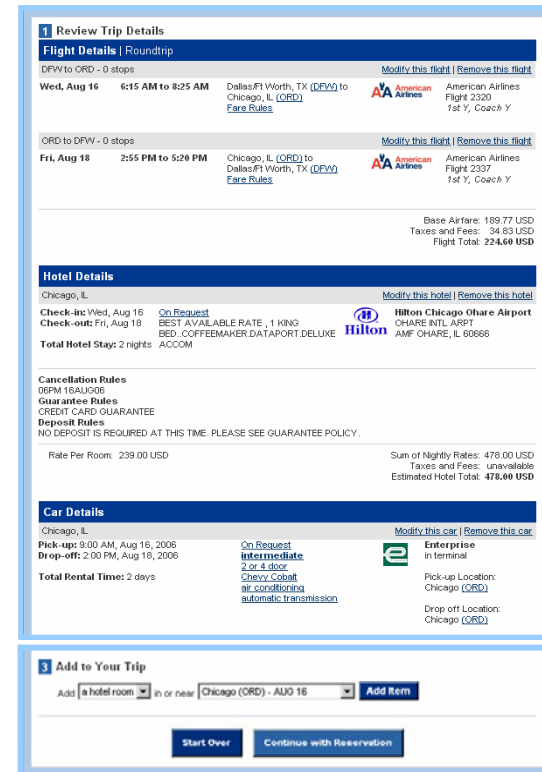
Rental Car

- You can search for cars at an airport or a city location
- Click Search cars to view the University's preferred car rental companies.
- Choose a car by clicking 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

- If necessary, you will need to obtain a valid speedchart number to complete the booking (when billing airfare directly to the University).
- 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



The screenshot shows a booking confirmation page with several sections:

- '1 Review Trip Details' section with 'Flight Details | Roundtrip' and 'Hotel Details' sub-sections.
- 'Flight Details' showing a roundtrip from DFW to ORD with American Airlines flights on Aug 16 and Aug 18.
- 'Hotel Details' showing a Hilton Chicago O'Hare Airport hotel stay from Aug 16 to Aug 18.
- 'Cancellation Rules', 'Guarantee Rules', and 'Deposit Rules' section.
- 'Car Details' section showing a rental car from Chicago, IL, from Aug 16 to Aug 18.
- '3 Add to Your Trip' section with a dropdown for 'Chicago (ORD) - AUG 16' and an 'Add Item' button.
- 'Start Over' and 'Continue with Reservation' buttons at the bottom.