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

a component to your reservation

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

Trips				
Display: All Trips	•			
Vernon Bear's trips				
Trips on Hold				
You have no trips on h	nold.			
Active Trips				
You have no active tri	ps.			
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 # 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 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 UCLA 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 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 indicate to a contract or indi
- 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

UCTravelCenter

In avelent + Benir Silber GO, A	Help (Log Dr
- Horter -	Trips Profile Templates
Find Me The Best Trip!	ADDITIONAL UCLA TRAVEL SITE OPTIONS
 VALTHE THE DE CANOL BRIEFT 	Please select one of the trees UCLA travel place below: 1- Sirect Bill Sile - Regures a PO for booking 3- State Fare- Direct Bill Sile for UCLA Government Rates, Resulting a PO 3- Non-
Plught or Train Platet Prestal Car	Employee Travel site hizs-profiled bravelers site. Travelers name, address and form or payment to be added at time of booking when not using a Direct Bill site.
Reading O One-way O Mathematication	Select one
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Prom (associal study) Te (associal study)	Welcome to IXLA's Online Travel Site: Before starting your first hip, please take a moment to review your travel profile making recessing updates. Clock the "Profile" lock above.
Dread 00.5500	Deleter your time options. "Skeps by Schedule" to build an interiory. "Sheps by Price" for issent costs, including diptons for sorrounding simplifs and plos and minut days. "Move Search Optioner" allows you to select feels extitctime tare options of your itemary to Serly to change.
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Air

- Choose your departing and then returning flight options using the **Select** button
- If applicable, you can select alternate, lowprice options
- You may need to identify reasons for outof-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

Legend: ★★★ Company Preferr	ed 🚫 Out of Policy		
1 How would you like to	search?		
C Address or City	Near an Airport	C Negotiated Properties	
* City or Airport Code: dfw			* = Required
Show company locati Enter city and state or and stat	ions and other poir airport code to show	nts of interest location information.	
2 When would you like t	to ao?		* = Required
Check-in: Check-in: Check-in: OB/16/06	eck-out:		
3 What other options we	ould you like to s	search?	

Rental Car

- Your 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 an authorization number to complete the booking (when billing 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 a e-mail confirmation I when the booking is purchased or held

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ORD to DFVV - 0	stops			Modify this fli	aht Remove this flight
Fri, Aug 18	2:55 PM	to 5:20 PM	Chicago, IL (<u>ORD</u>) to Dallas/Ft Worth, TX (<u>DFW)</u> <u>Fare Rules</u>	A American Arrlines	American Airlines Flight 2337 1st Y, Coach Y
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