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 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 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

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

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 when the booking is purchased or held