Pre-Trip Authorization (PTA)

- In order to have airfare direct billed to UC—which means it will not be on your personal credit card or your UC-issued travel credit card—you will need to enter a PTA number in the Connexxus travel reservation system. To obtain a PTA, please provide the following information or fill out the PTA form and email to BRCTravelandEnt@ucop.edu:
  a. Department code and FAU
  b. Business purpose; if multi-city travel, please include a business purpose for each city
  c. Travel itinerary
  d. Does this trip include personal travel days? If yes:
     i. Identify the personal travel days.
     ii. Attach the comparison airfare for the business portion of the trip (required before a PTA will be issued). If the cost with additional personal days is more than the business-only days, the traveler must pay for the airfare and be reimbursed for the business portion; a PTA cannot be issued.
  e. Authorizing signature or direct email approval.

- If all of the above information is provided to the BRC before 3 PM, a PTA will be processed the same day. If received after 3 PM, it will be processed no later than the following business day; however, please be aware that most reservations will not be held past midnight and so you may have to re-start the PTA process.

YOU CAN REACH US AT:

   brctravelandent@ucop.edu  Mark – Team Lead
   brcpurchaseandpay@ucop.edu  Brad – Team Lead
   brcaccounting@ucop.edu  Amy – Team Lead
   brcpolicycompliance@ucop.edu  Amy – Team Lead
   UCOPContractor@ucop.edu  Rick – Team Lead

BLASTS from the PAST