

## HAVE ANOTHER EMPLOYEE BOOK YOUR UC TRIP

**Scenario 1:** You need to make reservations and there's an executive assistant or someone in your department whose job duties include coordinating travel arrangements.

**Scenario 2:** You and a campus co-worker are traveling to the same meeting and would like to coordinate flights and car rental and the co-worker takes on the task of making the reservations.

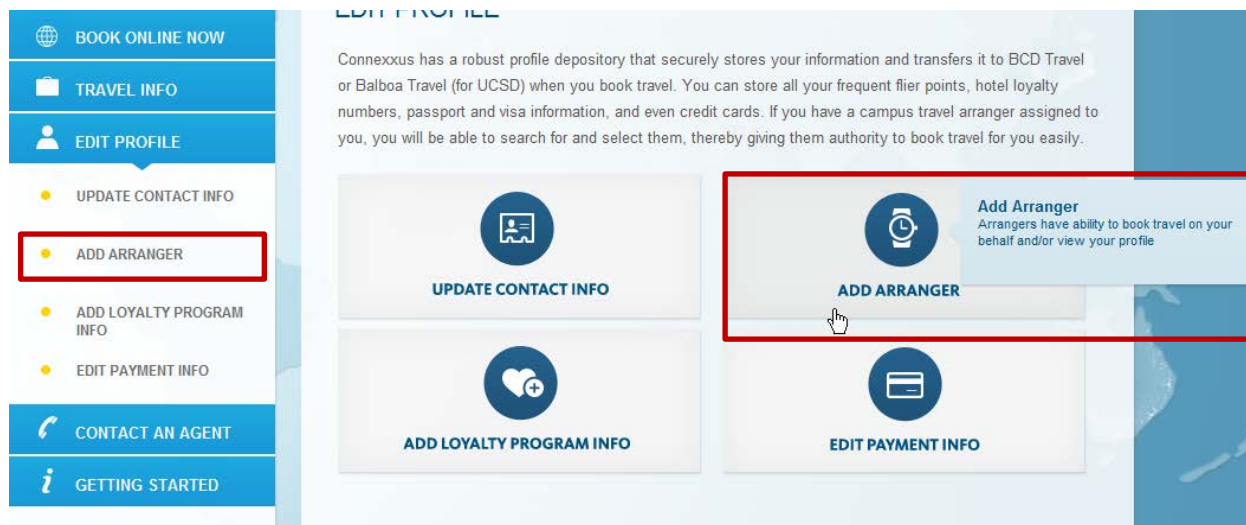
In either case, the person making the reservations (referred to as the 'arranger') will need to be an eligible Connexus user and will need to be set up as an arranger by you, the traveler.

Setting up an arranger is easy! Simply follow the instructions below.

Once you authorize an arranger, their information is saved in your travel profile until you delete it. Note that the arranger will be able to see and, if you wish, edit your personal information.

You can save additional information in your profile if you wish, such as airport preferences, emergency contacts, passport numbers, etc. Complete as much of your travel profile data as you want – especially the required red asterisk fields – so that the agency has all necessary information to confirm and manage your travel.

1. Login to [Connexus](#), click on "Edit Profile":
2. Select 'Add Arranger'



3. Enter the arranger's name or email address
4. If the arranger is a Connexus user, his/her name will display
5. Select and save (up to four arrangers allowed)

**Business**

**Business Details**

Outside US

Address \* : UC Office of the President  
 Business Resource Center  
 1111 Franklin Street, 9th Floor

City \* : Oakland

Zip/Postal Code \* : 94549

State \* : California

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Business Phone : Area \* Number \* Ext  Outside US

Business Fax : Area Number  Outside US

Mobile Phone : Area Number  Outside US

**Travel Arranger**

Maximum 4 arrangers

Travel Arranger's Name	Can Book	Can Access
Search Arranger by last name or email		
<input type="text"/>		

Alternatively, travelers have the option of submitting an email to [UCTravel@ucop.edu](mailto:UCTravel@ucop.edu) authorizing the Central Travel Office to access his/her profile and assign arranger(s) on their behalf.

1. The email request must come from the traveler, **not** the arranger
2. The traveler must use their campus email address (messages from a personal email address will be rejected)
3. The subject of the email should read: **Arranger Assignment Request**
4. The body of the email should include the following information:
  - First and last name of each arranger
  - Email address of each arranger
  - Options that give each arrangers permissions to book travel for you and/or have access to modify your profile information
    - a) Can book
    - b) Can access profile
    - c) Both book and access

The Central Travel Office will send an email confirmation to the traveler, copying assigned travel arranger(s) within one business day of traveler's request.