Pre-Travel Authorization (PTA)

1. 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 to BRCTravelandEnt@ucop.edu.

   a. Department code and FAU
   b. Business purpose (please see Sept. 2013 BRC Blast); 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 costs 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 email

2. 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; please be aware that most reservations will **not hold past midnight** and so you may have to re-start the PTA process.

*Stay tuned – a PTA Request form is coming soon. We’ll let you know as soon as it is available.*