



## 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

### Creating Arranger Settings

#### For Travelers:

- The selection of Travel Arrangers is completed in the Connexus Profile. Travelers should access the Connexus 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

Trips				
Display: <input type="text" value="All Trips"/>				
Vernon Bear's trips				
<b>Trips on Hold</b>				
You have no trips on hold.				
<b>Active Trips</b>				
You have no active trips.				
<b>Past Trips</b>				
Vernon Q Bear	Denver May 19, 2006 at 04:28 PM	Flight	Record # JEAVLS Active	<b>Select</b>
Vernon Q Bear	Los Angeles May 09, 2006 at 03:17 PM	Flight	Record # BZGIZN Active	<b>Select</b>
<b>Cancelled Trips</b>				
Traveler	Destination	Trip Type	Notes	Select
Vernon Q Bear	Phoenix Jul 10, 2006 at 03:00 PM	Rental Car	Record # CBNFOJ Cancelled	<b>Select</b>

### 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](mailto:bborden@finance.ucla.edu) with questions or suggestions about the UC Travel Online Site.



### To Access UC Travel Online

- Logon to the Connexus 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



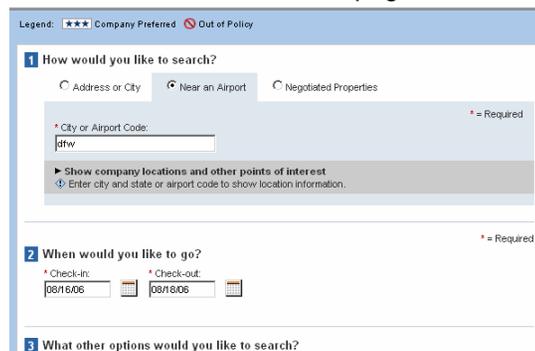
The screenshot shows the UC Travel Center interface. It includes a search bar, filters for trip type (Flight, Train, Hotel, Rental Car), and options for round-trip, one-way, or multi-destination. There are also sections for 'Additional UCLA Travel Site Options' and 'Announcements'.

## 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



The screenshot shows a search form with three main sections:
 

- How would you like to search?** with radio buttons for 'Address or City', 'Near an Airport', and 'Negotiated Properties'. A text field for 'City or Airport Code' contains 'dhw'. A link 'Show company locations and other points of interest' is also present.
- When would you like to go?** with 'Check-in' and 'Check-out' date pickers set to 08/16/06.
- What other options would you like to search?**

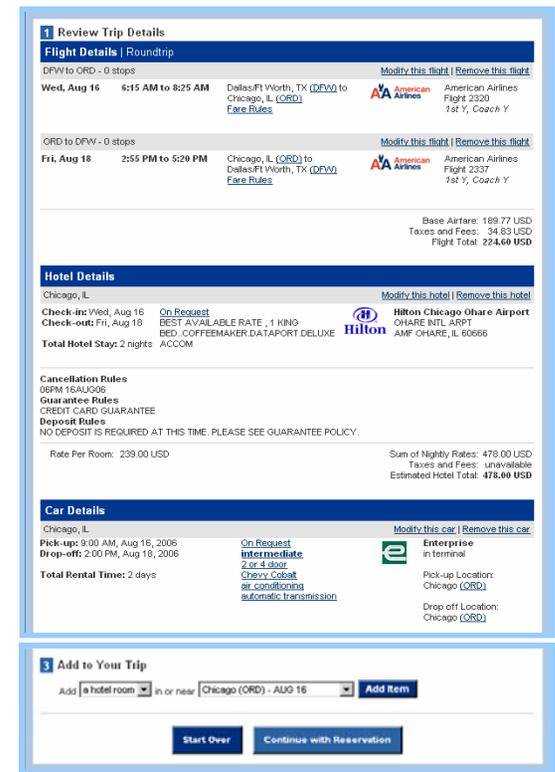
## Rental Car

- 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 when the booking is purchased or held



The screenshot shows the 'Review Trip Details' page. It is divided into several sections:
 

- Flight Details | Roundtrip**: Shows a round-trip itinerary from Chicago, IL (ORD) to Dallas-Ft Worth, TX (DFW) and back. It lists flight numbers, times, and airlines (American Airlines).
- Hotel Details**: Shows a hotel stay at the Hilton Chicago O'Hare Airport. It includes check-in and check-out dates, room type (1 King Bed), and total cost.
- Car Details**: Shows a car rental for 2 days, with pick-up and drop-off locations at Chicago (ORD).
- Summary**: A table showing the total cost for the trip, including base airfare, taxes, and hotel costs.