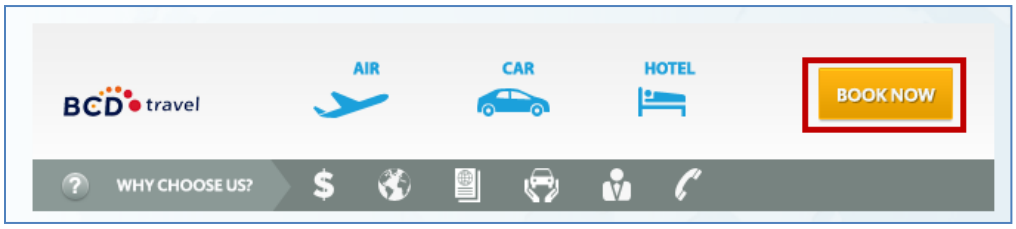
CONNEXXUS
The University of California Travel Program

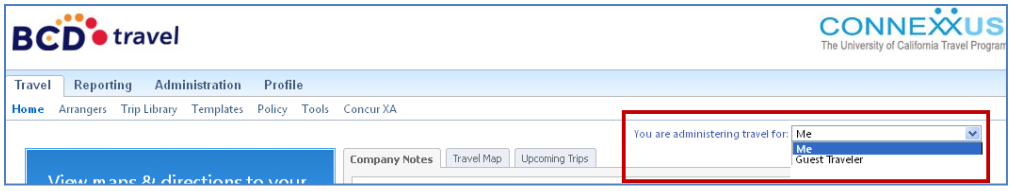
UCOP Travel Pre-trip Authorization Process Using BCD Travel

1) Login to the Connexxus Portal: www.travel.ucop.edu

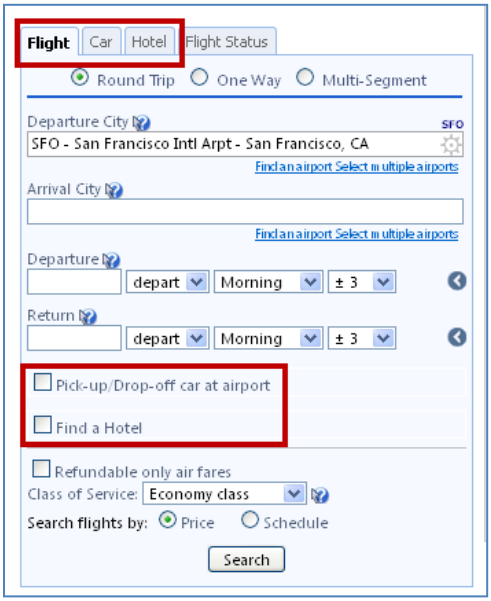
2) In the portal select BCD Travel *Book* Now button



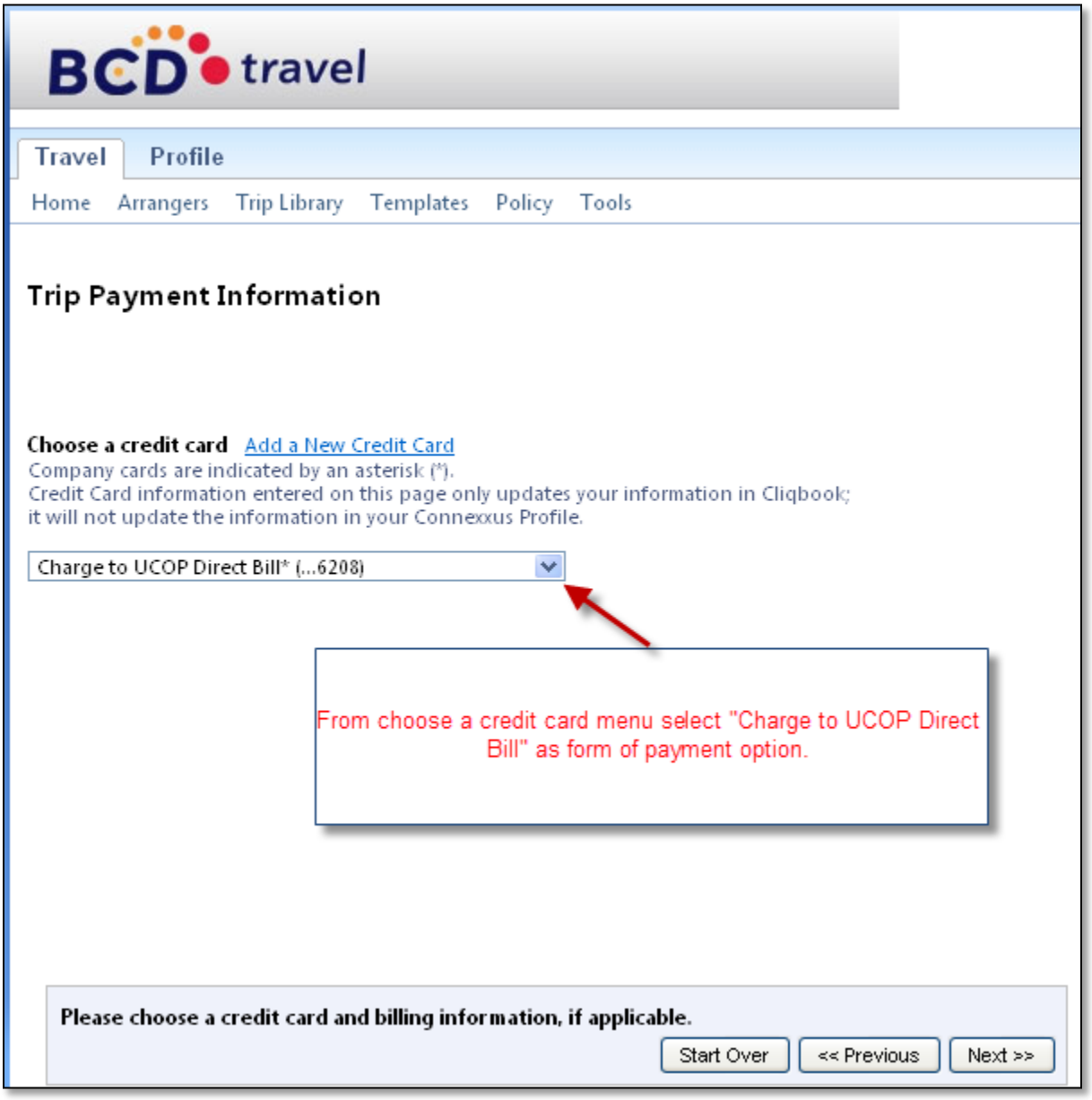
3) Travel arrangers need to select traveler name or guest if making reservations for another person



4) Search for flights/car/hotel



5) Once flights have been selected choose "Charge to UCOP Direct Bill" as form of payment



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The University of California Travel Program

6) Trip Booking Information

Step 1: Enter the following in the Trip Description box

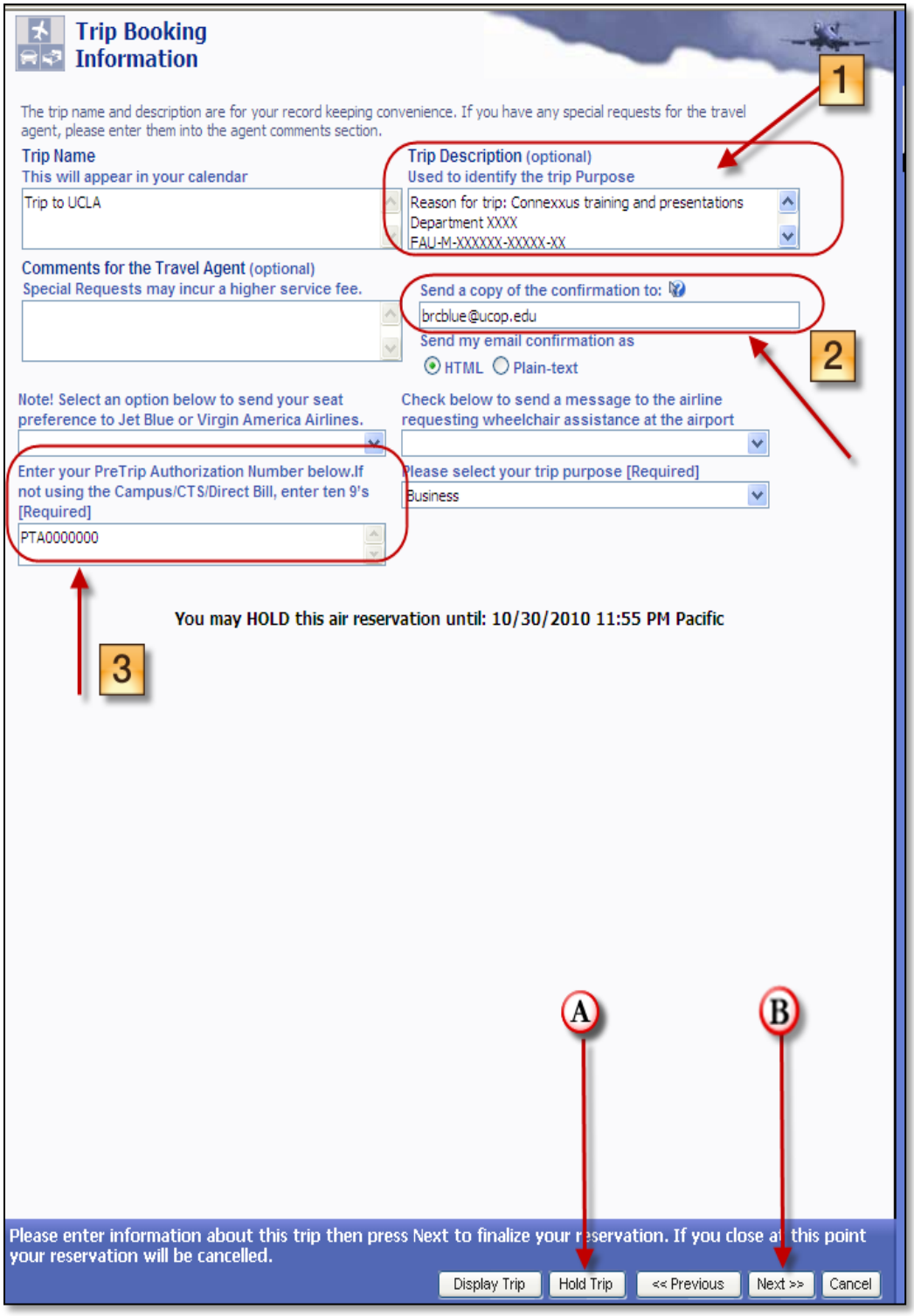
- Reason for trip:
- Department:
- FAU:

Step 2: Send a copy of the confirmation to: **brctravelandent@ucop.edu**

Step 3: Enter your PreTrip Authorization Number

Note: if PTA has not yet been assigned add ten 9's (9999999999) and place the trip on hold.

Provide appropriate dept. approvals to BRC so PTA can be issued.



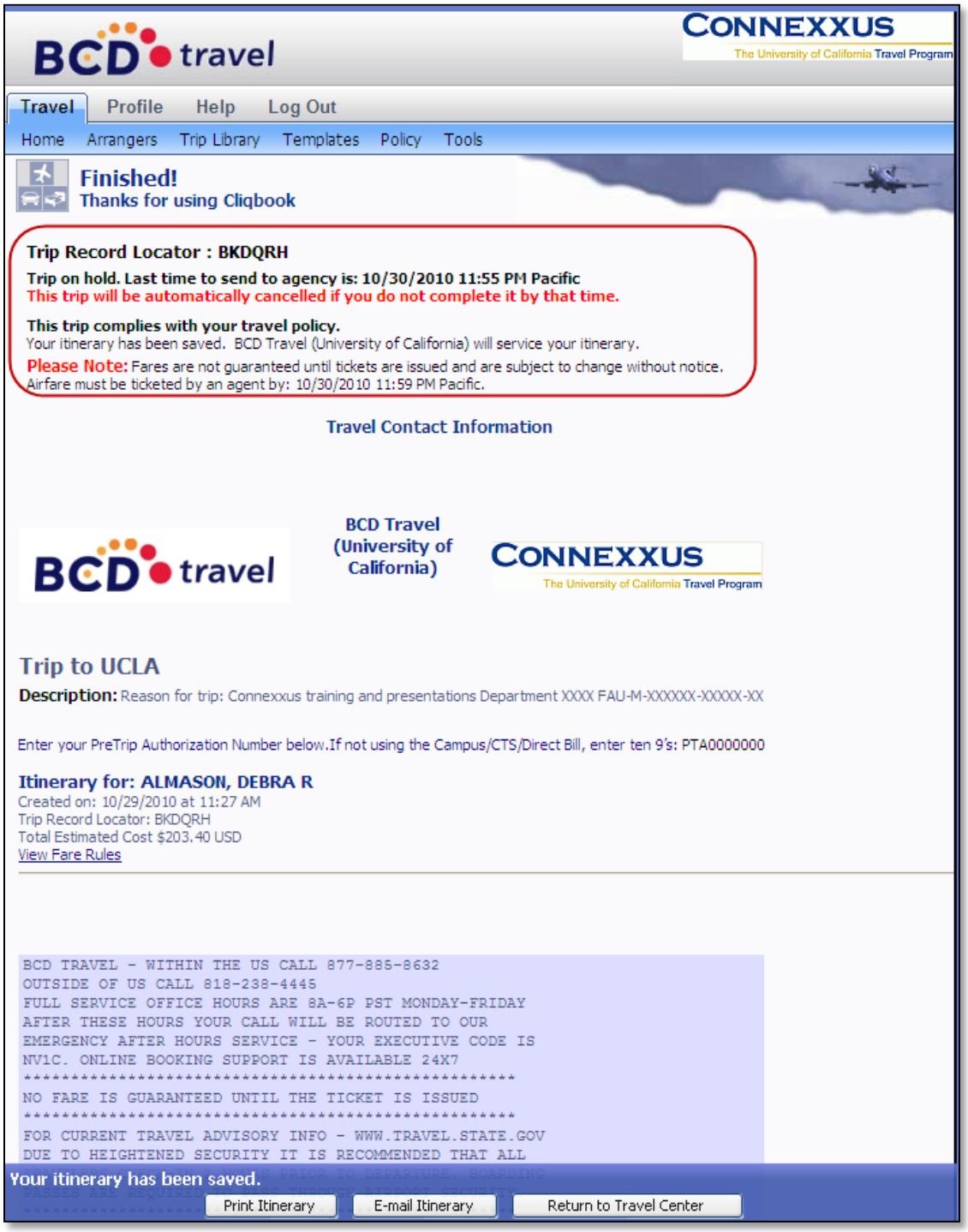
Finalizing Your Reservation

Option A: Hold Trip

Option B: Next (to complete reservation)

Choose Option B if you already have your unique PTA #.

If Option A Hold Trip Selected: you will receive the following screen confirmation



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The University of California Travel Program

Concur will e-mail a copy of the held trip to the traveler (or arranger). Traveler needs to forward e-mail to manager for approval. When requesting manager approval, copy brctravelandent@ucop.edu and ask the manager to "reply all" with e-mail approval.

Note: the "Description" will include Reason for trip, Department #, and FAU previously entered when trip was placed on hold

Sample email from Concur:

BCD travel BCD Travel (University of California) CONNEXXUS The University of California Travel Program

Trip to UCLA

Description: Reason for trip: Connexxus training and presentations Department XXXX FAU-M-XXXXXX-XXXXX-XX

Enter your PreTrip Authorization Number below If not using the Campus/CTS/Direct Bill, enter ten 9's: PTA0000000

Itinerary for: ALMASON, DEBRA R

Created on: 10/29/2010 at 11:27 AM

Trip Record Locator: BKDQRH

Total Estimated Cost $203.40 USD

This trip is on hold. The last time to send it to your agency is: Saturday, October 30, 2010 11:55:00 PM Pacific.

This trip will be automatically cancelled if you do not complete it before the deadline.

Totals and restrictions

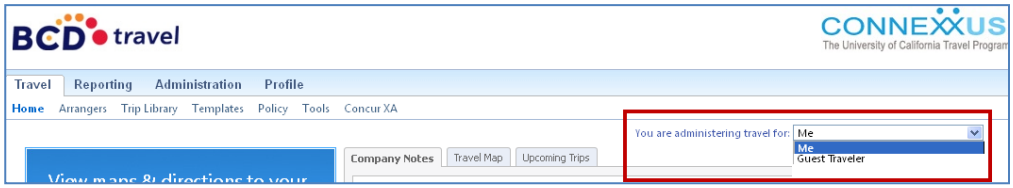
Airfare quoted amount:	$169.30 USD
Taxes and fees:	$34.10 USD
Airfare quoted total:	**$203.40** USD

Restrictions: NONREF/NONTRANSFERABLE/STANDBY REQ UPGRADE TO YL

TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.

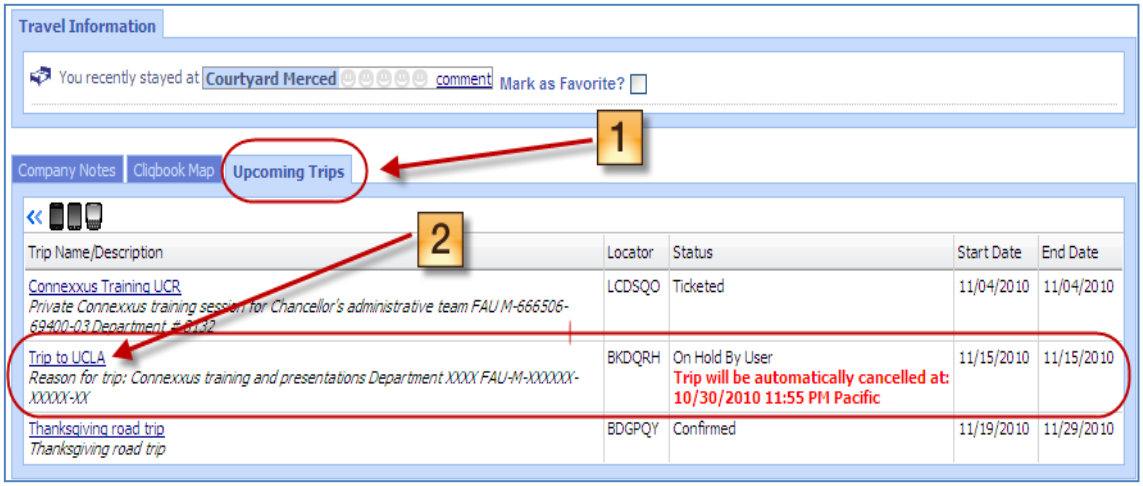
7) After the Pre-trip Authorization number has been issued by BRC, log in to Concur to reserve the trip

From the home screen, select the traveler



Step 1: Go to Upcoming Trips tab

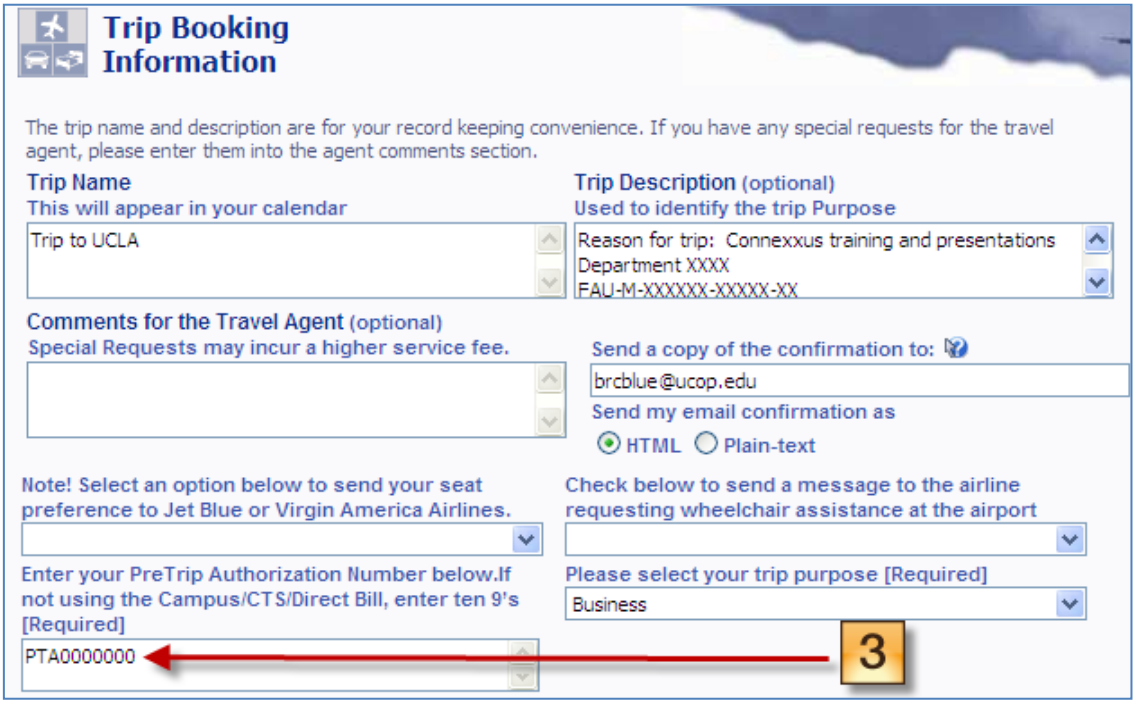
Step 2: Open up trip on hold and select Trip Action - Finish/Complete Trip from menu



Step 3: On Trip Booking Information page, add Pre-trip Authorization Number

It should be PTA followed by 7 numbers. Example: PTA1234567

Each PTA number is unique.



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Contact Information

UCOP Travel – **brctravelandent@ucop.edu**

Connexxus Travel Program – **uctravel@ucop.edu**

Travel & Entertainment Forms

http://ucop.edu/business-resource-center/forms-templates/travel-entertainment-forms/index.html