



Photography Credit: Alan Nyiri, courtesy of the Atkinson Photographic Archive

# Booking Flights via Connexus



# Booking Flights via Connexus

## Step 1: Obtain a Direct Bill ID

Email [finance\\_english@berkeley.edu](mailto:finance_english@berkeley.edu) with:

- Name of the traveler exactly as it appears on the passport/ID
- Guest's destination
- Travel dates (approximate dates are fine)
- Purpose of the trip
- Additional information, as needed
  - Ex: Needs to be charged to a specific fund

## Step 1: Receive a Direct Bill ID

A Direct Bill ID will be emailed to you. The ID will consist of some letters and numbers, i.e. "MADAM05729"



# Booking Flights via Connexus

## Step 3: Book Travel

### 1. Before you begin, make sure you have:

- Full name of the traveler exactly as it appears on the passport/ID, including middle name
- Traveler birthday
- UCB Identification number (if UCB Employee/Student)
- Departure and arrival destinations
- Travel dates
- Purpose of the trip
- Direct Bill ID

### 2. Go to <https://travel.ucop.edu/connexus/>

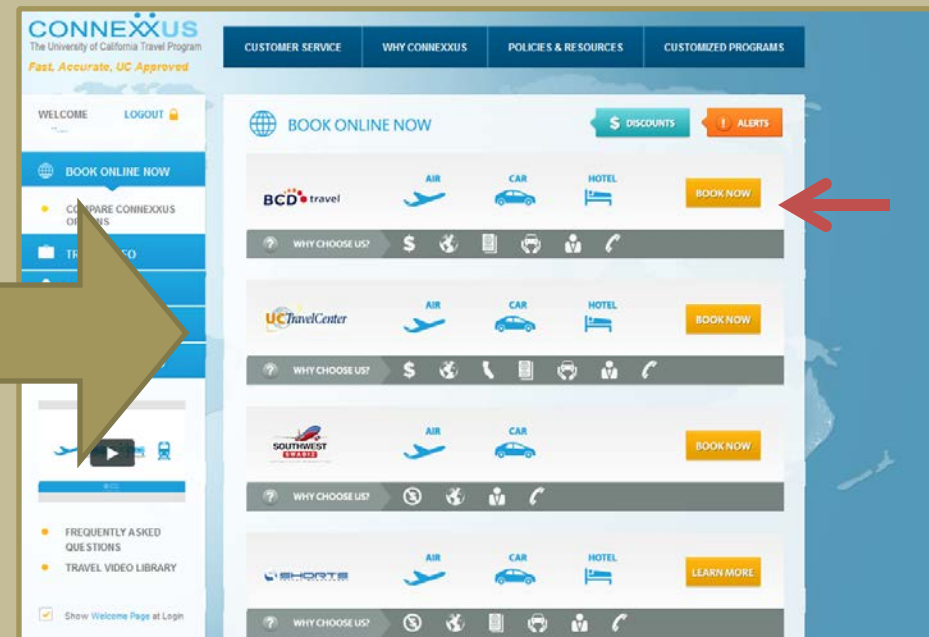


# Booking Flights via Connexus

Step 3: Book Travel, cont.

3. Select *Book Online Now*

4. Select *BCD Travel*



# Booking Flights via Connexus

## Step 3: Book Travel, cont.

5. At the top right, select a traveler, either *Me* or *Guest Traveler*

6. Scroll down and enter travel information on left (see next pg.)

Travel Alerts

You are administering travel for: **Me** (dropdown menu)

Travel Alerts

Simply connect your Concur account to TripIt. [Connect to TripIt](#) [No thanks](#)

You haven't signed up to receive e-receipts. [Sign up here](#)

Company Notes | Travel Map | Upcoming Trips

**Berkeley**  
UNIVERSITY OF CALIFORNIA

**Welcome to Concur Travel for Connexus**  
**UC Berkeley's Online Travel Service**

Concur Travel for Connexus is an online travel booking system designed to quickly assist employees in booking travel arrangements. It is easy to use and will save money by highlighting Connexus preferred suppliers and reduced transaction fees. Booking online provides travelers and travel arrangers with 24x7 access and greater control over travel planning.

**Please go to the Connexus Profile page to:**

- complete or change your travel profile
- complete UC specific frequent traveler applications for our Connexus suppliers under Partner Programs. **Please note:** some suppliers require enrollment to ensure you receive all contracted benefits

**If you need help with this online booking website or with changes to bookings made online:**

- 1-877-TVL-UofC (1-877-885-8632) or 1-818-238-4445 option 2
- Click [here](#) to email an agent

**The use of business or first-class or other higher cost services are only allowed under the circumstances listed in UCOP G-28 Policy. Pre-authorization is required before purchase. You may book business, first or other higher cost services for personal travel**

**Please review the UC Berkeley Concur Travel quick reference guide**

For general Concur Travel help select the "Help" link at the top of this page or choose to watch **Concur Travel's Video Demonstration**. (Please note some features shown in the video may not be used by UC Berkeley.)

CONTACT THE DESIGNATED GOVERNMENT AGENCY IN YOUR COUNTRY OF CITIZENSHIP FOR PASSPORT/VISA REQUIREMENTS.

TRAVEL INTO U.S. MAY REQUIRE ESTA AUTHORIZATION. FOR DETAILS VISIT [THE ESTA WEBSITE](#)

**Warning-** Duplicate air bookings may result in fees from the airlines. Duplicate bookings are defined as reserving multiple seats on the same flight or different flights for the same time frame.

Preferred vendors are noted with a gold diamond. Please use them whenever possible to receive the best fare and conditions.

**Business or first-class requires pre-authorization before purchase (see company notes).**

Round Trip  One Way  Multi-Segment

Departure City

[Find an airport. Select multiple airports](#)

# Booking Flights via Connexus

## Step 3: Book Travel, cont.

6. (cont.) Make sure to indicate exact dates. Also, all flights must be booked “Economy Class.”

Click *Search* to continue.

**Flight** Car Hotel Flight Status

CONTACT THE DESIGNATED GOVERNMENT AGENCY IN YOUR COUNTRY OF CITIZENSHIP FOR PASSPORT/VISA REQUIREMENTS.  
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Round Trip  One Way  Multi-Segment

Departure City  [Find an airport](#) [Select multiple airports](#)

Arrival City  [Find an airport](#) [Select multiple airports](#)

Departure  depart Morning ± 3

Return  depart Morning ± 3

Pick-up/Drop-off car at airport

Find a Hotel

Refundable only air fares

Class of Service: Economy class

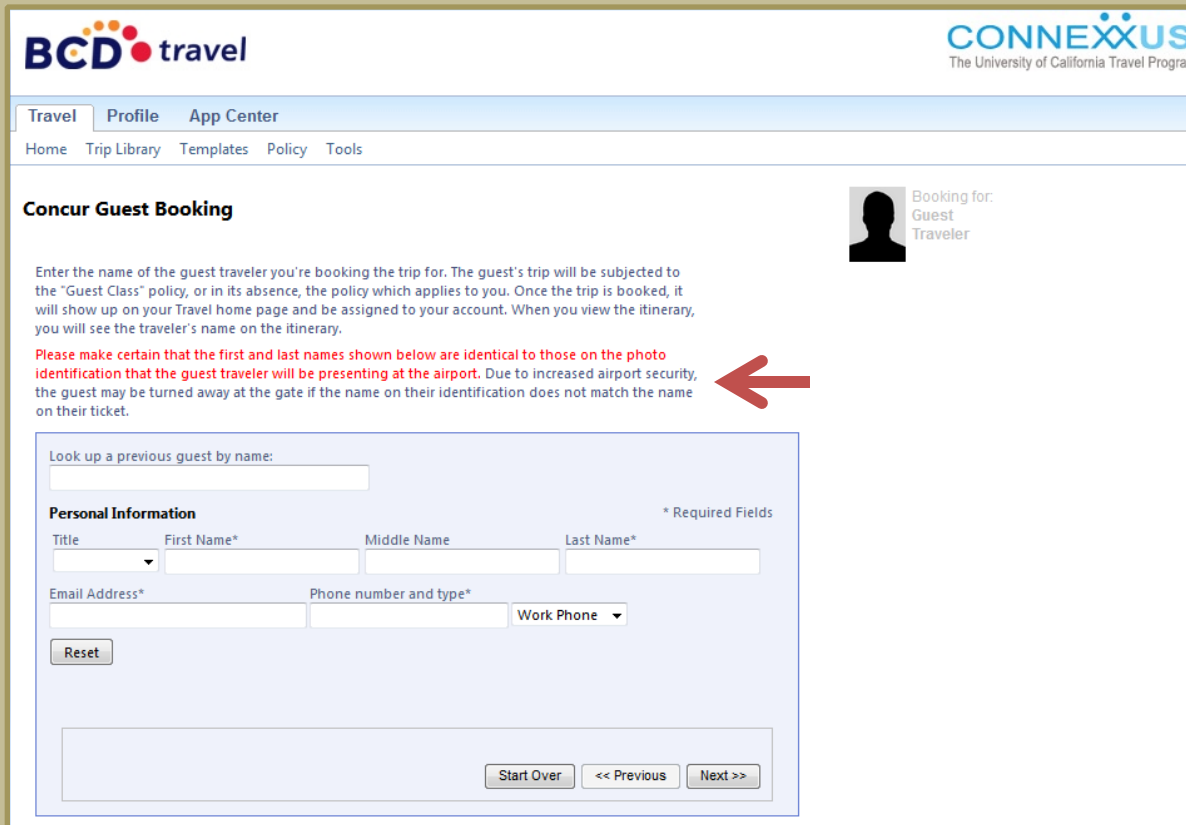
Search flights by:  Price  Schedule



# Booking Flights via Connexus

## Step 3: Book Travel, cont.

7. If booking for a guest, enter required information exactly as it appears on the guest's photo ID. Click *Next* to continue.



**BCD travel** **CONNEXUS**  
The University of California Travel Program

Travel Profile App Center  
Home Trip Library Templates Policy Tools

### Concur Guest Booking

Booking for:  
Guest  
Traveler

Enter the name of the guest traveler you're booking the trip for. The guest's trip will be subjected to the "Guest Class" policy, or in its absence, the policy which applies to you. Once the trip is booked, it will show up on your Travel home page and be assigned to your account. When you view the itinerary, you will see the traveler's name on the itinerary.

**Please make certain that the first and last names shown below are identical to those on the photo identification that the guest traveler will be presenting at the airport.** Due to increased airport security, the guest may be turned away at the gate if the name on their identification does not match the name on their ticket.

Look up a previous guest by name:

**Personal Information** \* Required Fields

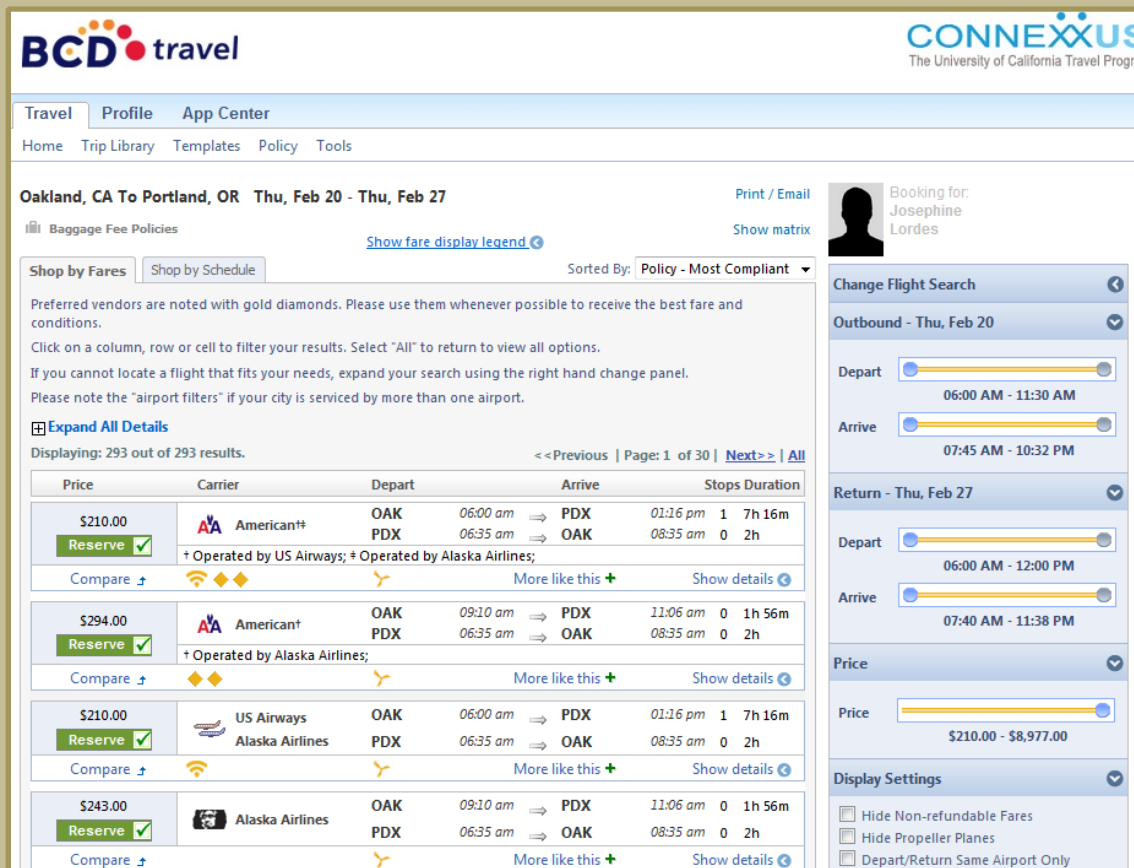
Title  First Name\*  Middle Name  Last Name\*

Email Address\*  Phone number and type\*  Work Phone

# Booking Flights via Connexus

## Step 3: Book Travel, cont.

8. You will see a list of flight options. Select one and then hit *Reserve*.



The screenshot displays the BCD Travel website interface for a flight search from Oakland, CA to Portland, OR, scheduled for Thursday, February 20 to Thursday, February 27. The page shows a list of flight options with columns for Price, Carrier, Depart, Arrive, Stops, and Duration. A red arrow points to the 'Reserve' button for the first flight option.

Price	Carrier	Depart	Arrive	Stops	Duration
\$210.00	American <sup>†</sup>	OAK 06:00 am ⇒ PDX 06:35 am	PDX 01:16 pm ⇒ OAK 08:35 am	1	7h 16m
\$294.00	American <sup>†</sup>	OAK 09:10 am ⇒ PDX 06:35 am	PDX 11:06 am ⇒ OAK 08:35 am	0	1h 56m
\$210.00	US Airways Alaska Airlines	OAK 06:00 am ⇒ PDX 06:35 am	PDX 01:16 pm ⇒ OAK 08:35 am	1	7h 16m
\$243.00	Alaska Airlines	OAK 09:10 am ⇒ PDX 06:35 am	PDX 11:06 am ⇒ OAK 08:35 am	0	1h 56m

Additional details visible in the screenshot include the user's name (Josephine Lordes), search filters (Outbound - Thu, Feb 20; Return - Thu, Feb 27), and a price range of \$210.00 - \$8,977.00.




# Booking Flights via Connexus

## Step 3: Book Travel, cont.

9. On Payment Information page, select *Choose a credit card*. Then from the drop down menu, select *Bill UCB Directly*.

### Trip Payment Information

**Choose a credit card** [Add a New Credit Card](#)  
Company cards are indicated by an asterisk (\*).  
Credit card information updated on this page only updates your information on this website (Concur).  
We recommend that you change the information in your traveler profile to update your information on all travel booking websites.

Please choose a credit card. 

**Bill UCB Directly (Business Travel Only)\* (...4126)**

**Use a temporary card (entered below)**

Temporary credit card:  Credit Card Number:  month / year  /

Please choose a credit card and billing information, if applicable.

# Booking Flights via Connexus

## Step 3: Book Travel, cont.

9. On the next page, enter information as prompted. This will only show up the first time you book travel for the passenger.

### TSA Secure Flight

The Transportation Security Authority (TSA) requires that we transmit information collected from passengers traveling to, from, or through the United States. Failure to provide the requested information may result in fines and penalties, additional screening, or denial of transport or authorization. TSA may share information you provide with law enforcement or intelligence agencies or others under its records notice. For more on TSA privacy policies or to view the records notice and the privacy impact assessment, see the TSA's web site at [WWW.TSA.GOV](http://WWW.TSA.GOV).


#### Requested Information



LORDES, JOSEPHINE

**Gender**  Male  Female

**Middle Name**   No Middle Name

**Date of Birth (mm/dd/yyyy)**

DHS Redress No.  

**TSA Pre**    

Known Traveler Number

Please enter the requested information.

Next page will show trip overview. Review for accuracy, then select *Next*.

# Booking Flights via Connexus

Step 3: Book Travel, cont.  
10. Enter information as follows:

The screenshot shows a web form for booking travel. It has several sections: 'Trip Name' (with a text box containing 'Trip from Oakland to Portland (For Josephine Lordes)'), 'Trip Description (optional)' (with an empty text box), 'Comments for the Travel Agent (optional)' (with an empty text box), and 'Send a copy of the confirmation to:' (with a text box containing 'jlordes@berkeley.edu'). There are also radio buttons for 'HTML' and 'Plain-text'. Below these are fields for 'Direct Bill ID', 'Emergency contact number', and 'Purpose for this trip'. At the bottom, there are buttons for 'Display Trip', 'Hold Trip', '<< Previous', 'Next >>', and 'Cancel'. A warning message at the bottom states: 'Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.'

1. Add:  
finance\_english@berkeley.edu
2. Enter your Direct Bill ID
3. Select *Business*
4. Select Next to finalize booking. If unsure, select *Hold Trip* to hold until 11:55pm

Only for urgent messages.  
i.e. "Transportation for traveler with a disability required."

May incur additional fee!

11. You and traveler (if not you) will receive confirmation via email