



# UC Davis Online Travel Site

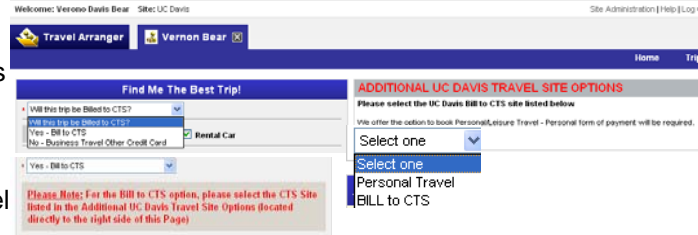
## Quick Reference Guide

UC Travel has designed a corporate online booking site especially for UC Davis employees' business travel needs.

- Easy To Use – Leisure-like look and feel makes it easy to book business trips online
- Convenient – Book air, car and hotel reservations online, anytime
- Control – Choose from a wide selection of travel options
- Savings – Reduces UC Davis travel costs and improves negotiations with preferred suppliers

### Getting Started:

From the Home page, indicate payment type and follow instructions to the proper site to book travel. (Selecting **Bill CTS** will transfer you and the site color will change to green.)



### Creating Arranger Settings

#### For Travelers & Travel Arrangers:

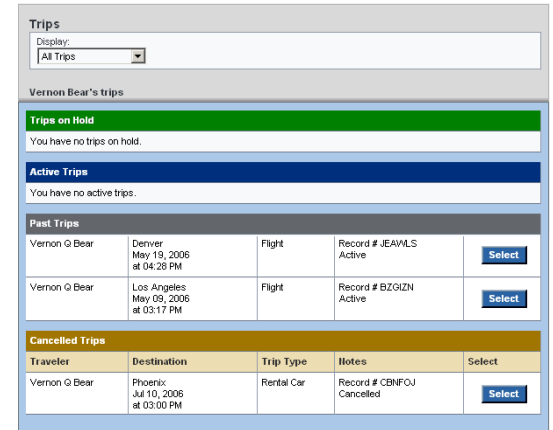
- The Trondent Profiler is your profile management system. **Arrangers** with **Can Book** permissions will allow travelers to select up to four arrangers.
- A **Travel Arranger** will enter the online system and see the travelers they can book for within the arrangers' portal page.

#### For Travel Arrangers: (see travel arranger portal Quick Reference guide.)

- Travel arrangers have a dedicated portal for Arranging Travel and managing their travelers.

### Accessing Previous Bookings

- Click **Trips** in the menu bar to access your reservations and held trips
- Click **Select** to access the booking you want to view, change, or cancel
- Click **Cancel Trip** to cancel a reservation.
- Update a Held Trip, 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 hotel or car to your air reservation.



### 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**





### To Access UC Travel online

- Click on the Connexus link from within MyTravel then click UC Travel Center.



## Tips For Booking Trips

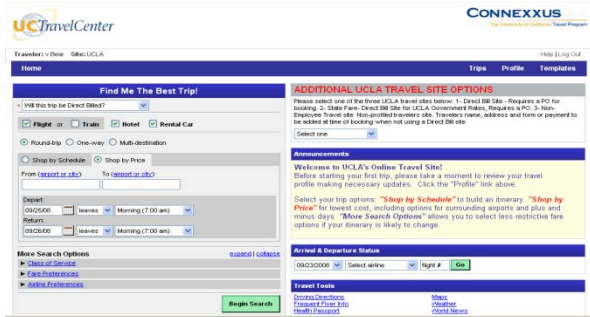
- Dates, locations, and times are based on what you enter on the home page (results are based on availability and university travel policy)
- When making a booking select only those items that pertain to your trip (air, car, train, hotel)
- University preferred providers are indicated by  or 
- To sort 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 the payment type and then proceed to the correct site.

1. Check the appropriate boxes for Flights/Trains, Hotel, and/or Car
2. Select Round-trip, One-way, or Multi-destination
3. **Search by Price** is the default, returning a matrix of lowest fare options.
4. Enter your cities, dates, and times, then click **Begin Search**



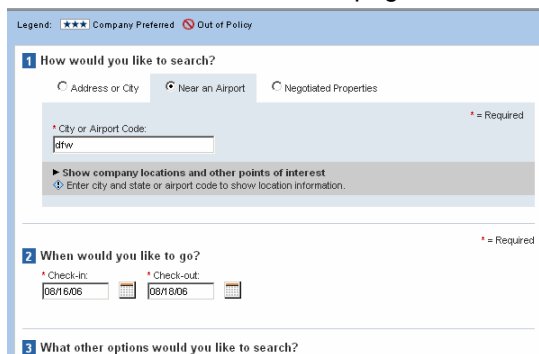
The screenshot shows the UC TravelCenter interface. At the top, there's a navigation bar with 'uc TravelCenter' and 'CONNEXXUS'. Below that, a search bar is visible. The main content area is titled 'Find Me The Best Trip!' and includes several filters and options: 'Flight or Train', 'Hotel', 'Rental Car', 'Roundtrip', 'One-way', 'Multi-destination', 'Shop by Schedule', and 'Shop by Price'. There are also fields for 'Depart' and 'Return' with date pickers. A 'Begin Search' button is at the bottom.

## Air

- **Search by Price** will return **Round Trip** options. For additional search options you can select **Modify Search** and change to **Search by Schedule**.
- 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 UCD Travel policy
- Select your seats for each flight segment

## Hotel

- You can search for hotels by: Address or city, near an airport, near company locations. UCLA negotiated properties will appear first.
- Choose the hotel and room rate using the **Select** buttons on the hotel pages



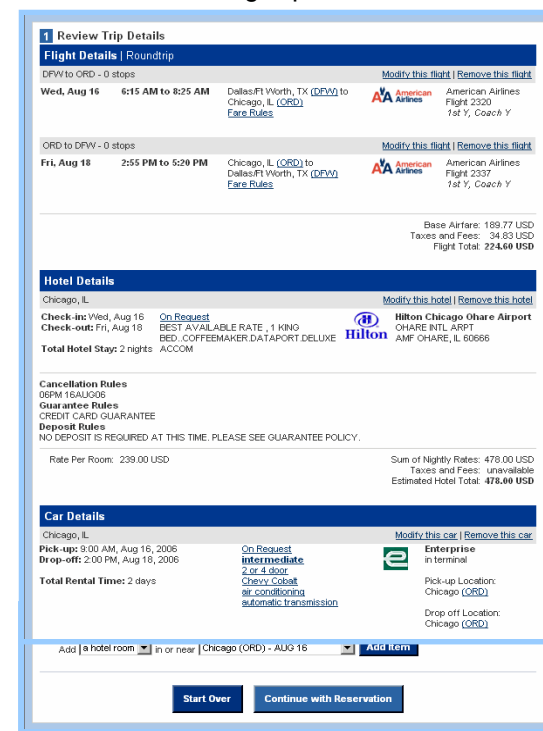
The screenshot shows a search form for hotels. It includes a legend for 'Company Preferred' (three stars) and 'Out of Policy' (red X). The search criteria are: 'Near an Airport' (selected), 'City or Airport Code' (dfw), and 'When would you like to go?' (Check-in: 08/16/06, Check-out: 08/18/06). There are buttons for 'Show company locations and other points of interest' and 'Enter city and state or airport code to show location information.'

## Rental Car

- You can search for cars at an airport, city or hotel location
- Click **Search cars** to view the university's preferred car rental companies.
- Choose a car by clicking on the lowest preferred vendor's rate.

## Confirming Bookings

- Review ALL three reservation pages in preparation to purchase or hold your itinerary.
- Verify the information on the **Traveler Information and Billing Information** pages
- Select **Hold Trip** by adding a check to the box.
- Click **Purchase Trip** to complete the process
- Print a copy of the **Reservation Complete** page if needed
- You will receive an e-mail confirmation when the booking is purchased or held



The screenshot shows a multi-step reservation confirmation page. Step 1 is 'Review Trip Details'. It lists flight segments: 'DFW to ORD - 0 stops' (Wed, Aug 16, 6:15 AM to 8:25 AM) and 'ORD to DFW - 0 stops' (Fri, Aug 18, 2:55 PM to 5:29 PM). Below that, it shows 'Hotel Details' for 'Hilton Chicago O'Hare Airport' (Check-in: Wed, Aug 16, Check-out: Fri, Aug 18) and 'Car Details' for a 'Chevy Cobalt' (Pick-up: 9:00 AM, Drop-off: 2:00 PM, Aug 18, 2006). At the bottom, there are 'Start Over' and 'Continue with Reservation' buttons.

- Contact Belinda Borden [bborden@finance.ucla.edu](mailto:bborden@finance.ucla.edu) with questions or suggestions about the UC Davis Online Travel Site.