

Booking a Flight on Connexus

1. Login to Connexus at <https://secure.ucop.edu/connexus/index.php> and search for your desired itinerary* (both BCD Travel and UC Travel accept Direct Bill IDs - Campus recommends BCD Travel as the preferred agency).



2. Select a flight and place a "hold" on the itinerary. Forward system generated email with your held itinerary to your RSO.

3. Complete the ERSO Direct Bill ID request form and send to RSO:
<http://www.erso.berkeley.edu/erso/sites/default/files/uploads/DirectBillIDRequestForm.pdf>
4. RSO will provide a you a Direct Bill ID
5. Return to Connexus online and complete the booking, entering the Direct Bill ID when prompted.

BCD travel

Trip Booking Information

The trip name and description are for your record keeping convenience. If you have any special requests for the travel agent, please enter them into the agent comments section.

Trip Name
 This will appear in your calendar
 Trip from San Francisco to New York

Trip Description (optional)
 Used to identify the trip purpose

Comments for the Travel Agent (optional)
 Special Requests may incur a higher service fee.

Send a copy of the confirmation to:

Send my email confirmation as
 HTML Plain-text

Note! Select an option below to send your seat preference to Jet Blue or Virgin America Airlines.

Check below to send a message to the airline requesting wheelchair assistance at the airport

Enter your Direct Bill ID; If not a UCB paid trip enter 10 nines [Required]

Select your purpose for this trip [Required]

Enter the name of the department hosting this trip if applicable (optional)

You may HOLD this reservation until: 05/07/2011 11:55 PM Pacific

Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation will be cancelled.

Display Trip Hold Trip << Previous Next >> Cancel

*For international or multi-leg trips, it is recommended to use travel agent; for BCD Travel, 1-877-885-8632 (BDC) or 1-800-235-8252 (UC Travel). If you contact a travel agent, inform them that you are booking a UC Berkeley ticket using a Direct Bill ID

NOTE: we recommend that you establish your travel "profile" when you initially use the system (this is a one-time set up).