Booking Flights via Connexxus
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Step 1: Obtain a Direct Bill ID

Email 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”
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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/connexxus/
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Step 3: Book Travel, cont.

3. Select *Book Online Now*
4. Select *BCD Travel*
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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.)
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.
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.
8. You will see a list of flight options. Select one and then hit Reserve.
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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*. 

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Photography Credit: Steve McConnell / UC Berkeley
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.

Next page will show trip overview. Review for accuracy, then select Next.
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Step 3: Book Travel, cont.

10. Enter information as follows:

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

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

Only for urgent messages, i.e. “Transportation for traveler with a disability required.”

May incur additional fee!