**What to Charge UC? Consider the following:**

1. Only airfare can be directly charged to the University using a unique Direct Bill ID for each trip;
2. A personal credit or corporate card will be required for hotel and/or rental car reservations.

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**Start**

- **Is this personal or business-related travel?**
  - **Personal**
    - You may use the Connexxus Booking Portal if you wish. You may not charge any expenses to the university.
  - **Business**

- **Do you only need a hotel and/or rental car?**
  - **Yes, hotel and/or rental car ONLY**
    - Open the Connexxus Booking Portal (travel.ucop.edu/connexxus/) and book your travel using either a personal credit card or the US Bank Corporate Travel Card
  - **No, I need airfare**

- **Do you want the University to pay directly for airfare?**
  - **No**
  - **Yes**

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Create a unique Direct Bill ID (DBID) for each trip (directbilltravel.berkeley.edu). Only eligible employees have access to create a DBID.

You will need to provide: traveler name, destination, travel dates, and a chartstring that will be charged for the expense. A DBID is for official campus business only and may be used for employee, student or guest travel.

In Connexxus, select either BCD Travel or the UC Travel Center; enter the DBID online or provide it to an agent over the phone.