UC Berkeley Travel Information Session
Warren Hall, Room 101A
April 17th, 2019
11:30 am – 12:30 pm
Agenda

• What is Connexxus?
• Benefits of Connexxus!
  – Airfare
  – Rental Cars
  – Hotels
• Reimbursement Requests
• Resources
• Q&A
What is Connexxus?

- UC system-wide branded travel program that offers discounts and benefits that other popular travel web sites simply can’t match. Travelers can take advantage of UC negotiated rates on airfare, hotels and car rentals with a range of booking options, providing value, flexibility, and convenience for UC business travelers.
  - Travel search engine for online booking with multiple Connexxus travel agencies, depending upon your travel needs
  - Live agents available by phone for more complex travel and more personal service
  - All the same fares/rates found on other popular search engines (Kayak, Hipmunk, Expedia, Orbitz, Travelocity) as well as exclusive UC negotiated discounts
- Provides the ability to charge business related airfare directly to the University (Direct Bill ID) so that the traveler does not need to pay for the flight and then wait for reimbursement until after the completion of travel
- Use Connexxus (but not Direct Bill!) for your personal travel needs
Airfare & MORE!

- Ability to charge airfare directly to the university (Direct Bill)
- When booking through Connexxus, automatic enrollment in free travel insurance (business trips only)
  - Medical care
  - Loss of personal property
  - Extraction
- Ticket protection services
  - Name changes
  - Managing unused, non-refundable tickets
  - Agent support with last-minute itinerary changes
- Flexibility to book a trip yourself or have a travel agent do it for you
- When booking through Connexxus, many airlines offer:
  - Preferred boarding and seat options
  - Priority standby
  - Additional mileage program points and/or frequently flyer upgrades
UC Exclusive Airfare Discounts

- Alaska Airlines and partners up to 15% discount on domestic travel
- United Airlines and partners (Air Canada, Nippon Airways, Lufthansa, etc.): 2% discount on all domestic fares and up to 18% discount on international travel
- Southwest: 5%-8% discount on domestic travel (not incl. Wanna Get Away Fares)
- American Airlines and partners (Japan Airlines, British Airways, etc.): up to 15% discount on domestic and up to 55% discount on international travel.
- Delta Airlines and partners (Air France, KLM, Alitalia, Virgin Atlantic, etc.) up to 20% discount on domestic travel and up to 30% discount on international travel
- You'll find even more discount options on the Connexxus website.
  - https://travel.ucop.edu/connexxus/why-connexxus
Rental Cars / Hotels

- Free upgrades when available
- Intermediate size cars at economy rates
- No one-way fee in California with Hertz
- In US, free damage/liability insurance (business trips only)

- Up to 20% discount with Marriott properties
- UC negotiated flat rates with CQ Hotels in 16 major city locations
- Bonus points with many rewards programs
- Comp room upgrades when available
- Free internet @ Marriott properties
- Early or late check-in when available
Automatic Registration in Traveler Insurance
UC Risk Services provides travelers generous, comprehensive coverage. Registration is required, but automatic when trips are booked at BCD, UCLA, Balboa or Short’s Travel.

Airfare Price Protection
Ticket rebooking if price drops within first 24-hours of booking (BCD/Balboa)

Extra Rapid Reward Points – 50% extra
When tickets booked via Southwest Airlines for Business site (SWABIZ)

Priority Boarding
Higher boarding priority usually reserved for those who have a membership account with the airline and ensures that UC travelers get on their flight sooner (Delta/AA)

Priority Standby
UC travelers receive tie-breaker prioritization over similarly situated non-corporate travelers when standing by for a flight (Delta)

Involuntary Downgrade Protection
In the unlikely event every ticketed passenger cannot be accommodated in a cabin of service, UC travelers take priority over non-Corporate travelers of comparable status.

Involuntary Denied Boarding Protection
If every confirmed traveler cannot be accommodated on a flight or at a hotel, UC travelers usually receive priority status and enhanced protection.

Intermediate Sized Cars
Access to competitively priced and policy approved rentals with Hertz, National, Enterprise, Dollar and Thrifty.

Free WiFi (Marriott)

Automatic Benefits
Benefits by Request/Availability

**Campus Paid Airfare**
Ability to charge flights directly to campus funds (direct bill, PTA#, trip ID, speedtype) using a secured campus credit card on file with BCD, UCLA or Balboa Travel

**Preferred Seats**
UC travelers can choose where to sit (aisle, exit row, window) near the front of the plane at no extra cost (Delta/AA)

**Hotel Weekend Rates**
Highly discounted rooms with Club Quarters (phone call only to CQ)

**Alaska Airlines Upgrades**
Offered by airline 90-minutes before departure – 2500 upgrades in 2018

**Airline Fee Waivers**
Ticket change fees start at $200 – United, Delta, AA offer UC some waivers (only available via full-service agent). All other airlines by request

**Marriott Hotels**
Upgrade to Silver Status (NEW members only)

**Upgrades**
UC travelers can request these for car rental class or hotel rooms only at the time of check-in

**Early Check-in/Late Check-out**
Requests can only be made once arrived at the hotel
Reimbursement – After the Trip

• Employees can submit their own reimbursement request at https://reimburse.berkeley.edu
  – Intuitive navigation walks through reporting the expenses
  – Upload receipt images directly to the system
  – Submit for electronic approval
  – Payment can be received in as quickly as 3 business days

• Department and CSS preparers are available for those who cannot access the system or who need help

• Remember – requests must be submitted within 45 days from the trip end date!
Resources

- UC Berkeley’s travel website -- https://travel.Berkeley.edu
- Connexxus - https://travel.ucop.edu/connexxus/
- Direct Bill - http://directbilltravel.berkeley.edu/
- Connexxus Newsletter – join the mailing list - email uctravel@ucop.edu
- UC Berkeley T&E Team Newsletter – subscribe to receive updates related to travel and entertainment: https://travel.berkeley.edu/subscribe-te-updates
Questions?