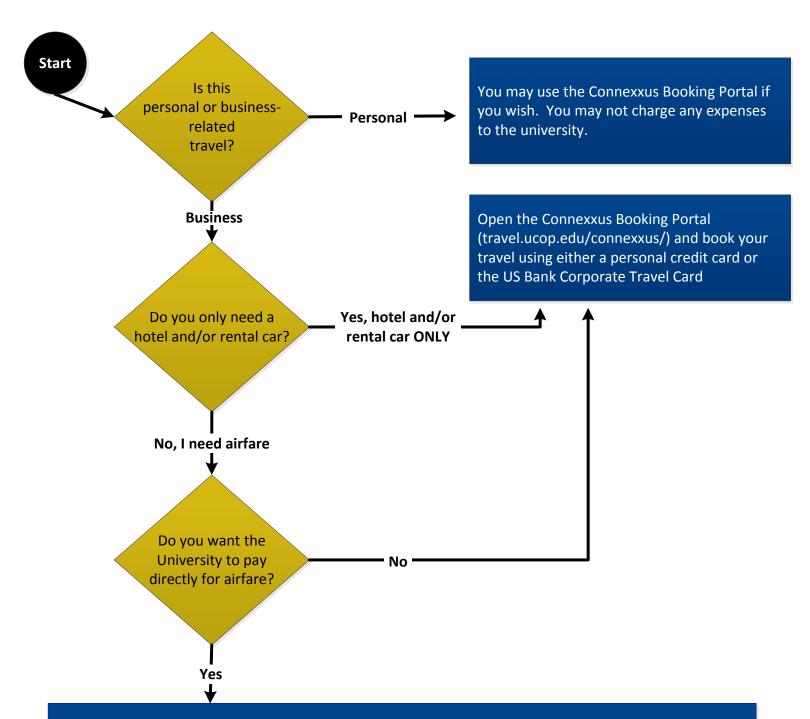
## What to Charge UC? Consider the following:

- 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.



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.