

UC SAN FRANCISCO-UC BERKELEY
RWJF Health & Society Scholars Program



DOMESTIC TRAVEL

SCHOLARS NOTE: You first need to get approval in advance from your research mentor to ensure that the trip is an appropriate use of research travel funds. Check with Program Coordinator that you have funds to cover the trip.

You must complete the travel approval form (see attached) and obtain the signature from your mentor prior to confirming any travel plans. For online air-travel reservations with **CONNEXXUS** (which allows you to avoid out-of-pocket payments for airfare), you must complete the TRAVEL APPROVAL FORM and have your mentor's signature.

Scholars should book tickets through **CONNEXXUS**. (See attached procedures)
State of California contract airfares can only be used for travel while on Official University Business.
See attached airfare program instructions.

CONNEXXUS TRAVEL PORTAL

What is **CONNEXXUS**?

CONNEXXUS is a secure Web portal for booking university business travel, eventually to be implemented by all UC Campuses. It links to booking options, agent contact information, and guidance for choosing the best option for your travel situation. By booking travel through **CONNEXXUS**, UC-negotiated prices with airlines, hotels, and car rental companies are automatically applied.

To access, you must set up your profile in **CONNEXXUS** and have an active [MyAccess](#) account. **CONNEXXUS** utilizes the MyAccess authentication and authorization. We will arrange to automatically grant access to many potential users based on their prior business travel history and/or job title/grade.

If you already have an active MyAccess account, you can proceed to the **CONNEXXUS** site.

Am I required to use **CONNEXXUS**?

UCSF strongly encourages using **CONNEXXUS**. Aside from the convenience of having a "one-stop shop" for booking air/hotel/car and the flexibility of three travel agents, the benefits of using it include:

- Supporting our campus and UC in leveraging our collective travel to get the best possible value, services, and discounts
- Helping travelers and administrative staff save time, cost, and gain efficiency

How Do I Request Access to **CONNEXXUS**?

Send an email to connexus@ucsf.edu providing us with your name and UCSF ID number (employee ID number).

If you have any questions on travel reimbursements, contact Program Staff Member, Health & Society Scholars Program, hss@chc.ucsf.edu or 415-476-0902.

[Why do I need to set up a MyAccess account in order to access CONNEXXUS?](#)

TRAVEL ADVANCES

If you decide you need funds prior to your trip to cover hotel, airfare, and/or per diem, you may request a travel advance from – RWJF Program Staff Member. However, this must be completed **at least 30 days prior to the trip**.

[REQUEST FOR TRAVEL ADVANCE](#) sample form

Once travel advance is approved , go to



and submit a request for a NEW CASH ADVANCE. Have on hand, the approved travel advance form in order to complete process.

Initial Information Required:

Cash Advance Request Name

~Travel Destination(s)

Comment

~Inclusive Dates

~Purpose of Trip

~Mentor's Name

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Last updated: 3/18/2014