

# UC SAN FRANCISCO-UC BERKELEY RWJF HEALTH & SOCIETY SCHOLARS PROGRAM

## **3 EASY STEPS TO MAKING TRAVEL ARRANGEMENTS USING**



\*\*Before making reservations, complete a **TRAVEL APPROVAL FORM** found in the RWJ website under [Scholar Resources](#) and submit to **RWJF Program Staff** via email [hss@chc.ucsf.edu](mailto:hss@chc.ucsf.edu) or send to UCSF Box 0844

Note: Username and Password **required**

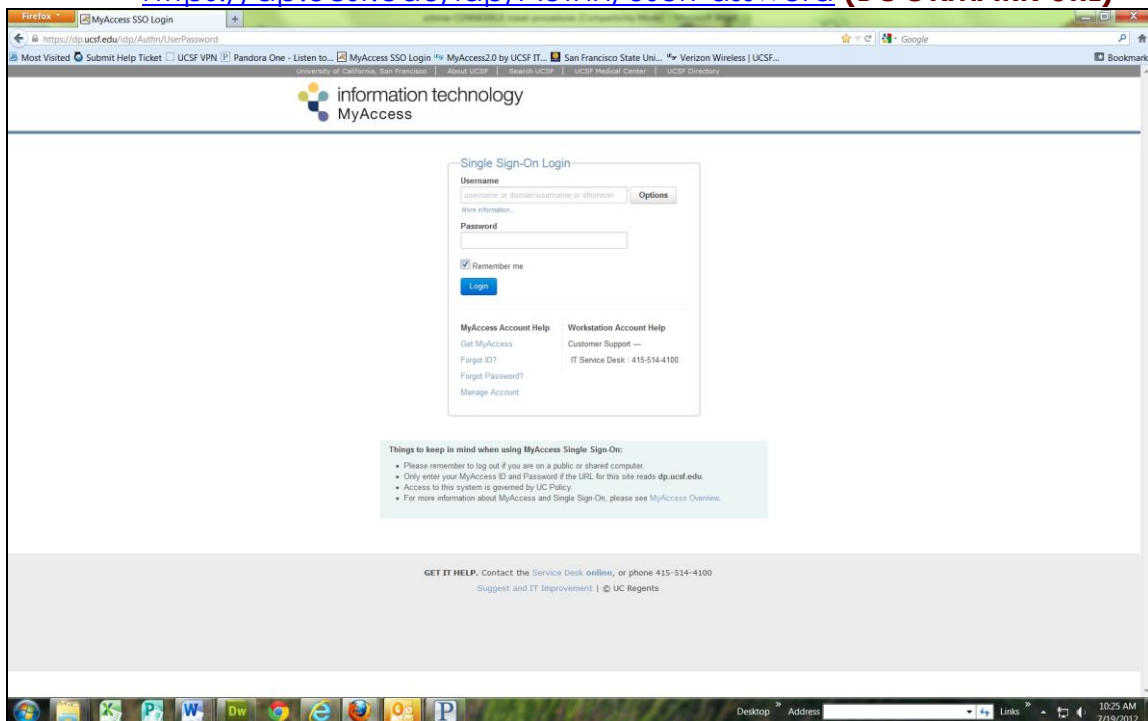
### [How Do I Request Access to Connexus](#)

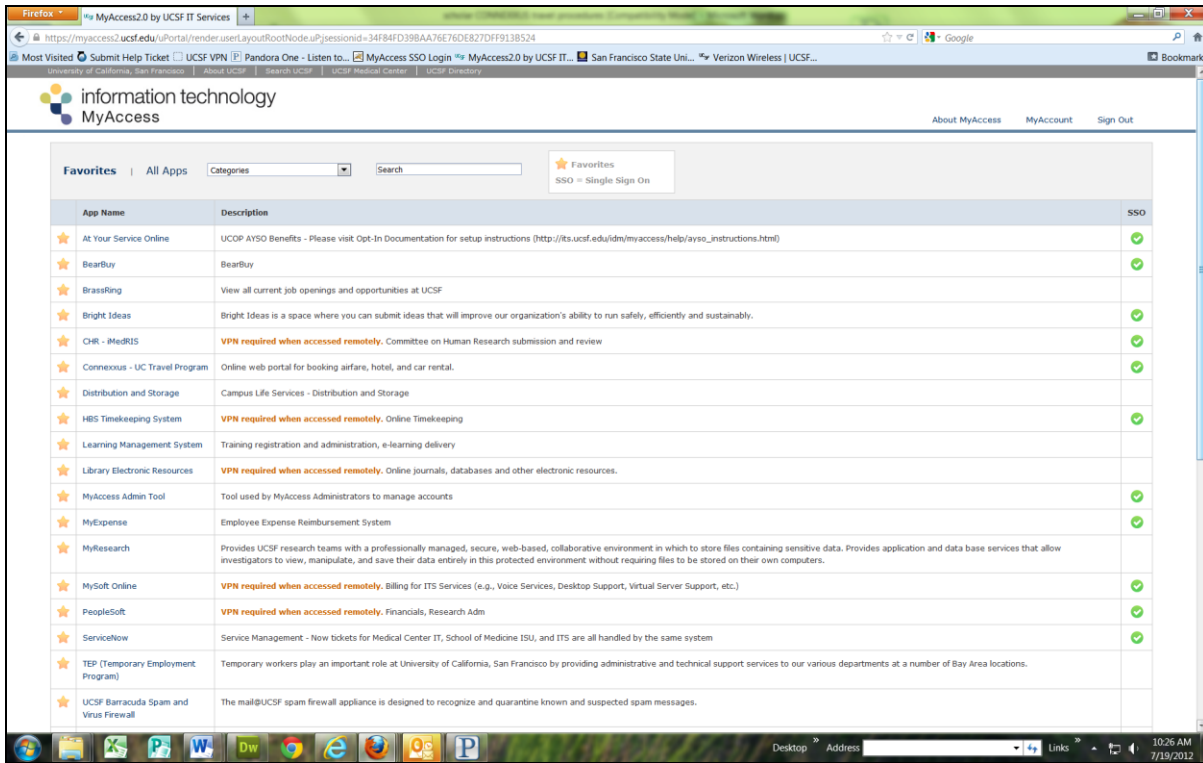
Send an email to [connexus@ucsf.edu](mailto:connexus@ucsf.edu) provide your name and UCSF ID number (employee ID number).



#### **1. The University of California Travel Program Travel Portal Login**

<https://dp.ucsf.edu/idp/Authn/UserPassword> (**BOOKMARK URL**)






Once logged in, click on **My Profile** tab and create/update your **Traveler Profile** to add travel arrangers with their email addresses:

**Michael Da Luz** ~ [daluzm@chc.ucsf.edu](mailto:daluzm@chc.ucsf.edu)  
**RWJF Program Staff** ~ [hss@chc.ucsf.edu](mailto:hss@chc.ucsf.edu)

Choose box to **“Can Access”**

## 2. CHOOSE any BOOKING OPTION

Note: Southwest trips that require **direct bill** to UCSF for Campus users must be booked

through a  **Travel Agency (BCD, UCTC, SW Air, and Premier Gateway).**



### Travel Guidelines

- **Class of Service: Economy**
- **Class upgrades, traveler will be responsible for charges**

If you select **UC Travel Center** for travel arrangements, This site will require a valid Speed Chart Number for authorization of the ticketing.

For Speedtype Code call 415-476-0902 or send an email to RWJ Program Staff at [hss@chc.ucsf.edu](mailto:hss@chc.ucsf.edu).

### 3. TICKET CONFIRMATION

- ⇒ **PRINT** your confirmation if booked online
- ⇒ **EMAIL** an itinerary copy to RWJF Program Staff at [hss@chc.ucsf.edu](mailto:hss@chc.ucsf.edu)
- ⇒ **KEEP A COPY** of TRAVEL REIMBURSEMENT FORM as reference



### UC Business Travel

Insurance coverage is automatically provided when a flight has been booked for business purposes. Coverage will not be provided for any personal travel.

Insurance is NOT covered when reserving through UC **Travel Center** and **SWABIZ Southwest Air**.

Therefore, register out-of-state trips for business traveler accident insurance with [UC Risk Management](#)

#### REGISTER ONLINE

<https://www.uctrips-insurance.org/servlet/guest?service=0&formId=2>

On the form fields select:

Category of the Primary UC Traveler – **POST-DOCTORAL SCHOLAR**

UC Location – **SAN FRANCISCO CAMPUS**