

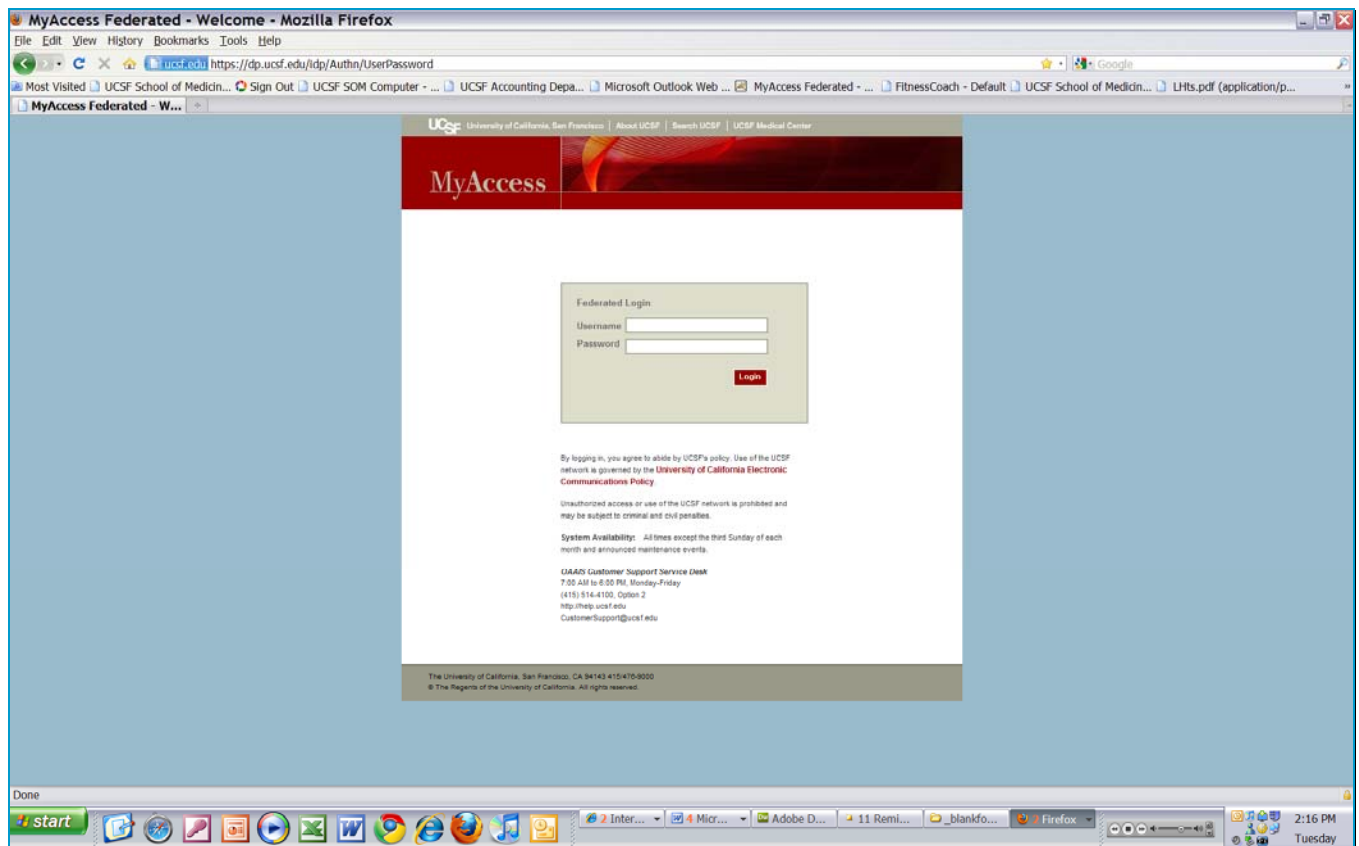
[UC SAN FRANCISCO-UC BERKELEY](#)
[RWJF HEALTH & SOCIETY SCHOLARS PROGRAM](#)

3 EASY STEPS TO MAKING TRAVEL ARRANGEMENTS THROUGH CONNEXXUS

CONNEXXUS(The University of California Travel Program)

Before making reservations through CONNEXXUS, complete a [travel approval form](#) found in the RWJ website under Scholar Resources and submit to **Edgar Micua

1. **CLICK ON** Go to Connexus Portal



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

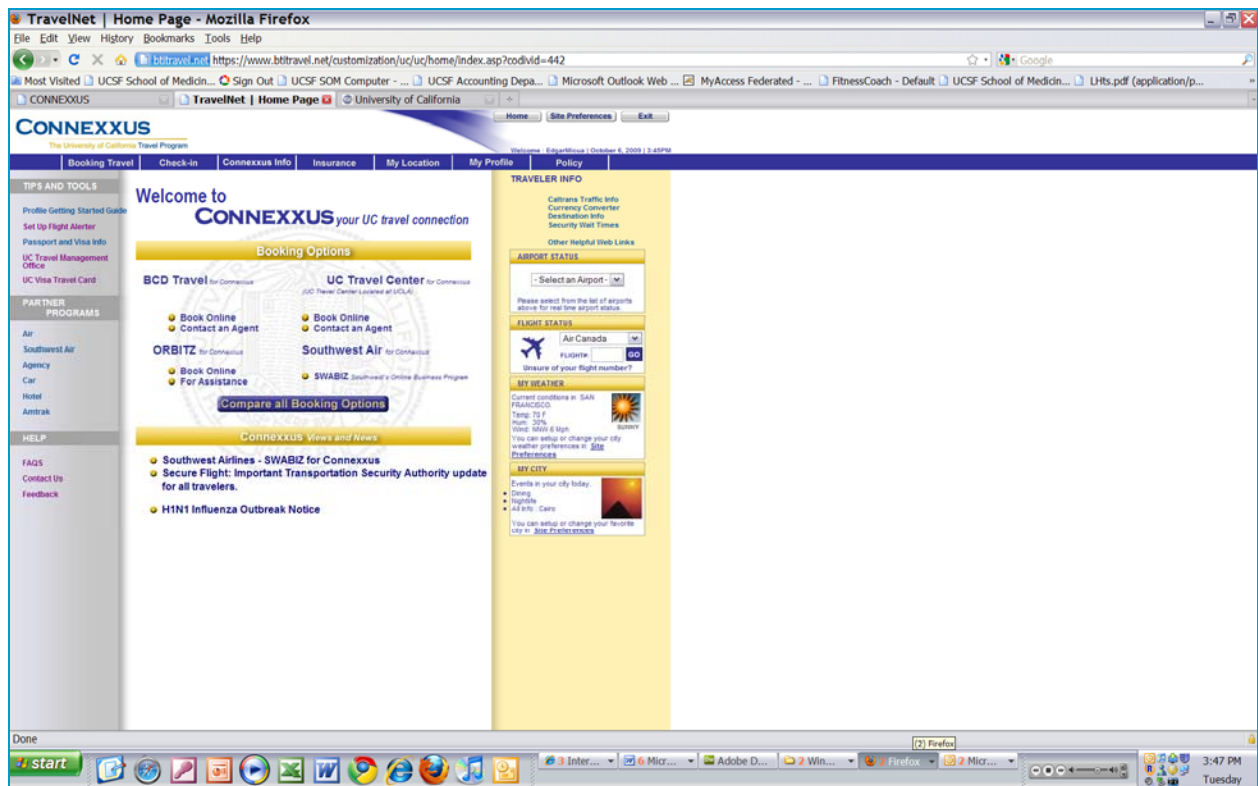
Grace Guarin
GuarinG@chc.ucsf.edu

Edgar Micua
MicuaE@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 **Connexxus Travel Agency (BCD, Orbitz, or UCTC)**.



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 Speed Chart Number call 415-476-0902 or send an email micuae@chc.ucsf.edu to Edgar Micua.

3. TICKET CONFIRMATION

Print your confirmation if booked online. Email an itinerary copy to Edgar Micua and keep a copy to submit with [travel reimbursement form](#) found in the RWJ website Scholars Resources section***



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**