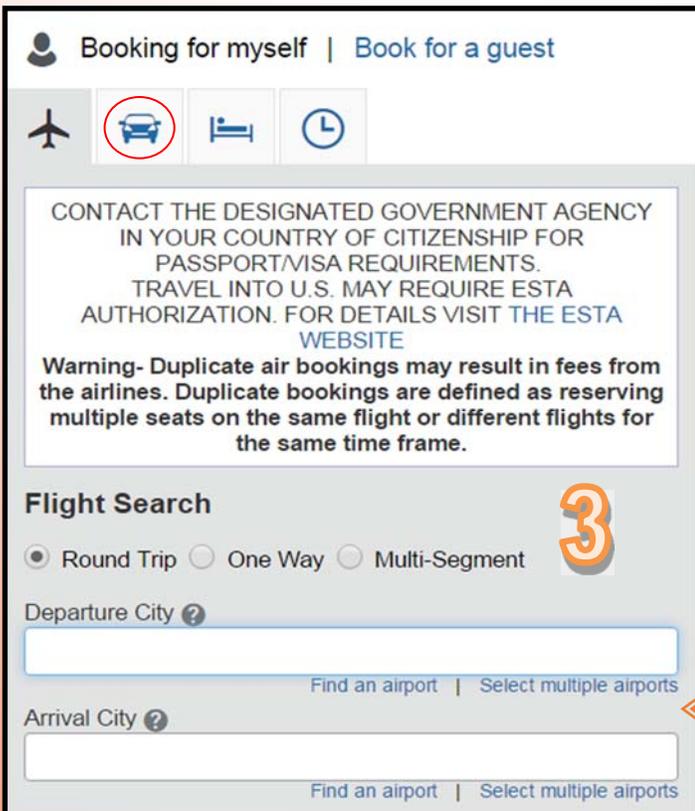




The School of Natural Sciences Travel Team can help with the purchase of your business related airfare. Follow these instructions to select your preferred flight and place a hold on your seat. Ensure that you have added the SNS Travel arrangers to your profile so that the airfare purchase can be finalized.

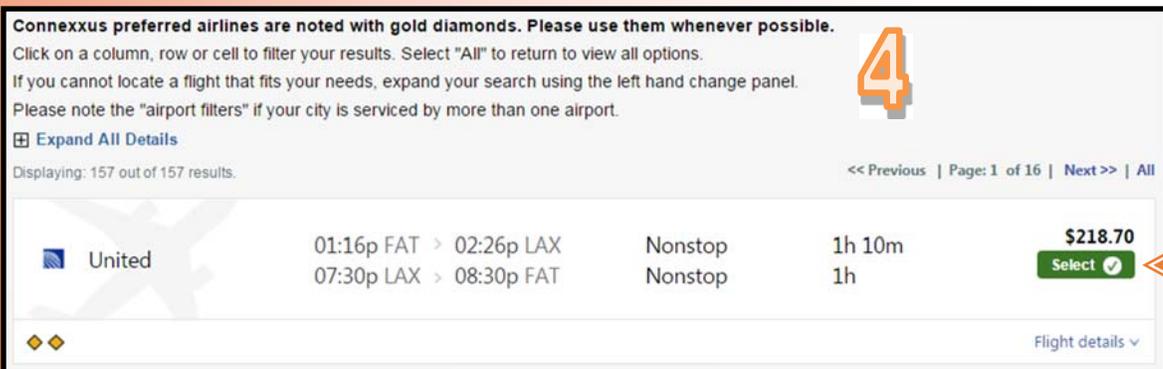


1. Sign into Connexus using the UC Merced portal.

2. Use BCD Travel to book your trip.

3. Use the search fields to specify your travel criteria Note: If only a rental car reservation is needed, click the car icon. See below. Otherwise rental cars can be added to the airfare reservation later in this process.

4. Search for and select your preferred flight.



**Reservations for rental cars only:** Prepayment for rental cars is not available. Travelers should reserve their cars in Connexus and seek reimbursement after the car has been returned. A fully itemized receipt showing proof of payment will be required for all rental car reimbursements. Add-ons (GPS, gas service, additional insurance etc.) will not be reimbursed. Collision Damage Waiver (CDW) and all required coverages are included with rentals reserved through Connexus.

Credit Card information entered on this page only updates your it will not update the information in your Connexus Profile.

How would you like to pay?

Please choose a credit card. ? Add credit card **5**

Please choose a credit card. **←**

UC Merced Direct Bill\* (...6208)

**Reserve Flight and Continue** **6**

**RESERVATIONS**

Wednesday, June 01, 2016

**Flight** Fresno, CA (FAT) to Los Angeles, CA (LAX)

**United 5394**  
Operated by: SKYWEST DBA UNITED EXPRESS

**Departure: 01:16 PM**  
Seat: 11A (Confirmed) [Change Seat](#)  
Fresno Yosemite International Airport (FAT)  
Duration: 1 hour, 10 minutes  
Nonstop

**Confirmation: HZCJPX**  
Status: Confirmed

**Arrival: 02:26 PM**  
Los Angeles Intl (LAX)  
Terminal: 8 **7**

**Additional Details**  
Aircraft: E7W  
E-Ticket  
Emissions: 132.1 lbs CO<sub>2</sub>  
Cabin: Economy (T)

Distance: 209 miles

**+ Add to your itinerary**

**Next >>** **Cancel**

**Trip Description (optional)**  
Used to identify the trip purpose

Traveling to "Great New Ideas" Conference to give a presentation called "My Amazing Work." This should be charged to my account: 123456-AA-98765... or... Contact Professor B. Cat who is hosting my trip. **8**

Send a copy of the confirmation to: ?

SNSTravel@ucmerced.edu **9**

Send my email confirmation as  
 HTML  Plain-text

Select Trip Type [Required] **10**

Business  
Personal

Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled. **11**

Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

**Display Trip** **Hold Trip** **<< Previous** **Next >>** **Cancel**

5. Select **UC Merced Direct Bill** under payment method.

6. Click Reserve Flight and Continue.

7. Review the trip details. Here, you can **add to your itinerary** a rental car if desired. Click next.

8. Use the trip description field to give the travel team the business justification and account information for your trip.

9. Forward a copy of the confirmation to [SNSTravel@ucmerced.edu](mailto:SNSTravel@ucmerced.edu).

10. Select **Business** under Trip Type

11. Click Hold Trip.

**Next Steps:**

Your SNS Travel team will obtain the proper approvals and will create a pre-travel authorization number. The travel team will finalize the purchase in Connexus and you'll receive an email confirmation within 1 business day.

It is not recommended to place flights on hold on Fridays or days before an office closure.

**Domestic holds expire in 12 hours.**  
**International holds expire in 72 hours**