1. Sign into Connexxus 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.

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Reservations for rental cars only: Prepayment for rental cars is not available. Travelers should reserve their cars in Connexxus 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 Connexxus.
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**.

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 Connexxus 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**