

Connexus Traveler Profile Arranger Assignment

Travelers have the option of submitting an email to UCTravel@ucop.edu authorizing UC Travel Management Services to access the traveler's profile and assign a travel arranger(s) on their behalf (up to four travel arrangers).

Please follow the steps below:

- 1) The email must come from the traveler, **not** the arranger
- 2) The traveler must use their campus email address (messages from a personal email address will be rejected)
- 3) Include the arranger's first and last name and arranger's UC email address:

Arranger 1:

Arranger 2:

Arranger 3:

Arranger 4:

- 4) You can choose options that give travel arrangers permission to book travel for you and have access to view/modify your travel profile information.

Specify permission options:

Can Book Travel

Can Access Traveler Profile

Can Book Travel & Access Profile

UC Travel Management Services will send an email confirmation to the traveler, copying assigned travel arranger(s) within one business day of traveler's request.