

# Travel at UCSD: Process Overview

Communication & agreement between departmental business office and traveler:  
Travel for official UCSD business is necessary



**Preauthorize travel:** Required, initiated by travel preparer (can be initiated by traveler), reviewed and approved by department approver



**Book Travel** in Connexus:  
Employee traveler or travel preparer can book, airfare paid by UCSD Travel

If applicable: Academic leave approval coordinated with appropriate departmental contact

**Apply** for UCSD Travel Card:  
Optional for employees

**Request** prepayment(s):  
Optional, for hotel or registration fee

(Business travel, departure to return)



**Submit a MyTravel claim:**  
Employee traveler or travel preparer



**Review claim** in MyApprovals: Departmental approver



**If approved, reimbursement** issued next business day to traveler and/or Travel Card

**Review processed claim** in MyTravel Query: Optional

