
From: Senior Vice Chancellor John Plotts [plots2@UCSF.EDU]
Sent: Wednesday, July 28, 2010 4:15 PM
To: CALIST@LISTSRV.UCSF.EDU
Subject: Connexus Travel Portal is the UCSF Preferred Travel Process

CAMPUS ADMINISTRATORS

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In April of 2009, UCSF joined the UC system in implementing the Connexus Travel Portal. This program is a UC-wide, multi-year effort designed to save millions of dollars in travel costs by leveraging our combined spend and negotiating preferred pricing with suppliers. In addition to offering airline providers through BCD Travel, UC Travel Center (UCTC), and SWABIZ (Southwest Airlines), discounts and UC-negotiated rates are also offered at many hotel chains and car rental agencies. Travelers are offered late check-out, complimentary room and car class upgrades, and the ability to charge business airfare directly to the University. With the use of Connexus, we can track travel spending with each supplier, providing us negotiating power to obtain greater discounts in the future.

In light of the current budget challenges we face, it is important that we make every effort to support cost savings opportunities such as Connexus. Accordingly, effective September 1, 2010, we will discontinue our relationship with Fell Travel and Uniglobe (Campus Travel) and no longer allow direct billing of airline tickets through these two agencies. State airfare rates can instead be obtained from UCTC through Connexus.

In the coming weeks, the Controller's Office will host webinar training sessions, and drop-in labs, and post online resources to help you acclimate to Connexus. Dates and times will be posted on the [Controller's Office Travel & Entertainment](#) website. On September 16, the Controller's Office will host a Travel Fair, giving you the opportunity to meet face to face with most of our preferred travel providers and perhaps harvest some promotional "giveaways".

We request the support of our departments, travelers, and management. The Controller's Office is ready to assist with any concerns or issues, and to provide additional training. Please visit the [Controller's Office Travel & Entertainment website](#) for more information, or contact the UCSF Connexus Team at Connexus@ucsf.edu. You may also contact Rob Cotterman, Assistant Controller, directly at 415-476-8702, rob.cotterman@ucsf.edu.

John E. Plotts
Senior Vice Chancellor—Finance and Administration