

## **GETTING READY FOR UC CONNEXXUS**

Connexus is schedule to be rolled out to the campus during the week of June 15<sup>th</sup>. There are a couple of things that your department can do to prepare for the implementation of Connexus.

### **TRAVEL AUTHORIZATIONS:**

Most of the UCD contracted travel agencies (STA, Davisville, etc) call a departmental contact before booking arrangements for travel that requires a departmental Billing ID. This has been a courtesy provided by the travel agencies.

Unfortunately, when reservations are made using Connexus, the system does not require nor does it route for pre-approval by a supervisor or Account Manager. If your department / unit currently requires preapproval before CTS travel arrangements are made, you may wish to utilize the 'Travel Request' form in the MyTravel system as a means of maintaining oversight of all travel and use of Billing IDs.

### **BILLING IDs:**

There are two new fields in the MyTravel profile - one that will allow an employee access to Connexus and the other that will capture the 4-digit Billing ID for CTS use.

When Connexus 'goes live,' 12,000 traveler MyTravel profiles will be auto-populated with the most recently used Billing ID.

Each department/unit should decide if expense tracking will be simplified by continuing to use one Billing ID for the entire department or if setting up a unique Billing ID for *each* Principal Investigator (PI) is more appropriate.

Currently, most departments use one Billing ID to capture recharge expenses (Bookstore, Facilities, CTS Travel, etc.) At the end of each month, expense transfers are performed to move expenses to the appropriate account(s). In the case of CTS travel, an internal log must be maintained in order to match booking fees and airfare to the corresponding account & traveler. This matching can sometimes be cumbersome if there were many different students, postdocs, or PIs that traveled in a given month.

A way in which to simplify this matching would be to setup one Billing ID for *each* PI (and their respective students, post docs, and/or visitors). Billing IDs