

March 2017



BRC T&E Blast



Pre-Travel Authorization (PTA)

- In order to have airfare direct billed to UC—which means it will not be on your personal credit card or your UC-issued travel credit card—you will need to enter a PTA number in the Connexus travel reservation system. To obtain a PTA, please provide the following information or fill out the [PTA](#) form and email to BRCTravelandEnt@ucop.edu:
 - a. Department code and FAU
 - b. Business purpose; if multi-city travel, please include a business purpose for each city
 - c. Travel itinerary
 - d. Does this trip include personal travel days? If yes:
 - i. Identify the personal travel days.
 - ii. Attach the comparison airfare for the business portion of the trip (required before a PTA will be issued). If the cost with additional personal days is more than the business-only days, the traveler must pay for the airfare and be reimbursed for the business portion; a PTA cannot be issued.
 - e. Authorizing signature or direct email approval.
- If all of the above information is provided to the BRC before 3 PM, a PTA will be processed the same day. If received after 3 PM, it will be processed no later than the following business day; however, please be aware that most reservations ***will not be held past midnight*** and so you may have to re-start the PTA process.

YOU CAN REACH US AT:

brctravelandent@ucop.edu Mark – Team Lead

brcpurchaseandpay@ucop.edu Brad – Team Lead

brcaccounting@ucop.edu Amy – Team Lead

brcpolicycompliance@ucop.edu Amy – Team Lead

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