

## UCR Policies and Procedures

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**Policy Title:** Vehicle Rental and Hotel Accommodations

**Policy Number:** 900-80

<b>Responsible Officer:</b>	Associate Vice Chancellor of Business & Financial Services and Controller
<b>Responsible Office:</b>	Business and Financial Services – Accounting Office
<b>Origination Date:</b>	05/01/2000
<b>Date of Revision:</b>	07/05/2017
<b>Date of Last Review:</b>	06/30/2017
<b>Scope:</b>	Guidance Concerning Employees Traveling on University Business

### I. Purpose

To outline UC Riverside procedures for rental of vehicles and booking hotel rooms for overnight stays when conducting official business requiring travel away from the University.

### II. Car Rentals

Connexus is the University of California Travel Program. It provides value, flexibility, and convenience for UC business travelers. Connexus features favorable negotiated rates for air travel, hotel accommodations and car rentals.

- Contract Rentals - Passenger Vehicles

The University of California has a system-wide car rental program with several major car companies. It offers UC business travelers the best value, most economical pricing, and includes insurance coverage through the rental car company. Access to these agreements is quick and easy when booking through [Connexus](#), UC's travel booking tool. Rental rates displayed within [Connexus](#) preferred car rental companies include the UC rate and insurance coverage for most domestic travel. The agreements are intended for use by UC Riverside employees traveling on University business.

- Online Booking

- Login to Connexus via [R'Space's](#) Authorized Applications > Travel Planning and Expense Reporting System or go directly to [connexus.ucr.edu](http://connexus.ucr.edu), and enter your UCR NetID and password.
- Reserve a car by performing a search under a BCD, UC Travel Center or SWABIZ. The UC-negotiated rates automatically display. The rates include insurance coverage.
- There is no fee for booking a car rental online.

**Note: Fees may apply if agent intervention is required.**

- Telephone Booking: Contact a Connexus Travel Agent
  - BCD Travel: (877) 885-8632
  - UC Travel Center: (800) 235-8252
  - SWABIZ: (800) 435-9792
- Service fees may apply.

### III. Hotels

UC has negotiated discounted rates with national hotels as well as local hotels near the UC Riverside campus. Discounted rates are automatically applied when booking through Connexus.