you need the card mailed to a different address, please follow the instructions (*Related to: Travel & Entertainment Card) for assistance with getting a corner of your card and verifying that it has the rebranded name:

You can confirm that you have the correct card by looking in the upper-left corner to verify that the text reads "Travel & Entertainment Card" with a rebranded logo. The card should also have the name of your university or organization.

Is your Travel & Entertainment Card ready to use?

Sign in with Single Sign-On. When you enter the Connexxus portal, navigate to the "Travel & Entertainment" section to set up your card. You may need to verify your information and set your spending limits.

The way to rent a car for personal travel is to open your travel booking on the Connexxus portal and select your preferred rental car service. You will need to provide identification at the time of pick-up to ensure the car is for a verified business travel purpose. UC provides contracted rates for business travelers. Travelers may be asked to provide UC identification, such as a UC employee ID card, to rent a car for business travel.

When purchasing commodities such as dry ice and liquid nitrogen from these suppliers:

- Praxair
- Airgas

Ordering from Praxair and Airgas requires correct order placement. The Description field can be used to notate quantity, frequency of delivery, and other relevant details. Please use the Goods – Multiple Shipments form when submitting a request form.

Dry Ice and Liquid Nitrogen orders require a DIRECT Ship-To address in your request form. When using a quantity-based request form, do not group line items together:

- As POs close automatically once its particular criteria has been reached, based on your expected usage.
- In next week's Fund Management Office Hours on August 26, we will focus on understanding of preauthorization, booking travel via Concur, prepaying with a travel card, and verifying your prepaying details.
- The course provides an overview of UC San Diego travel policy and procedure, and is recommended for all users.
- The course will be held on Thursday, August 26, 2021 @ 1:00pm - 3:00pm.
- The course is also available via the Independent Contractor/Consultant Blink page.

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