

QuickStart Guide
Concur[®] Cliqbook Travel

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Concur® CliqbookTravel QuickStart Guide

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1st Edition – July 2007

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Published by Concur Technologies, Inc.
18400 NE Union Hill Rd
Redmond, Washington 98052

Printed in USA

Using Concur® Cliqbook Travel

Welcome to Concur CliqbookTravel, Concur's powerful employee travel management solution that enables you to create travel bookings online within the company compliance.

Concur's Cliqbook Travel feature enables you to:

- Search the same vendor inventory that your travel agency uses.
- Find, coordinate, and reserve your airline, rental car, hotel, rail, limo, or dining reservations for your business travel.
- Comply with your company's travel policy when booking your travel.

Step 1: Log on to Concur Cliqbook Travel

How to...

1. Logon to **Concur Cliqbook Travel** following your company's logon instructions.

Additional Information

When starting Concur Cliqbook Travel, you will first see the **Log On** page.

When logging onto Concur Cliqbook Travel, remember that your password is case sensitive.



Welcome

Notice:
If you experience difficulty logging into the site, please click on the [Forgot your password?](#) link below.

Si vous éprouvez des difficultés à ouvrir une session dans ce site, veuillez cliquer sur le lien [Vous avez oublié votre mot de passe?](#) ci-dessous.



Cliqbook / Expense Login

User Name

Password

[Forgot your user name?](#)
[Forgot your password?](#)
Passwords are case sensitive.

Section 1: Travel Center

From the **Travel Center** page, you can start booking a trip, access other travel information, or view previously booked or completed trips. The links in the grey bar in the application help you navigate through the system. The available links vary based on your company's configuration. The **Travel Center** page is comprised of several sections that make it easy to navigate and find the information you are looking for.

Familiarize yourself with the available options

How to...	Additional Information
Explore the Home section.	Select Home to return to the Travel Center from any location in the travel service.
Explore the Trip Library section.	In the Trip Library section, you can view a list of trips. You can locate trips that fall within a specific date range by changing the dates and then clicking Search.
View the Templates section.	In the Templates section, you can view company pre-made itineraries or create templates for your own recurring trips.
View the Meetings section.	You can use Meetings to access the Cliqbook Meeting Center , where you can easily book travel to the company meetings you've been invited to. This link is optional and is not displayed for every client.
Familiarize yourself with the Policy section.	In the Policy section, you can see your company's specific travel rules for using Cliqbook. Check with your travel department for your organization's full travel policy.
Explore the Profile section.	In the Profile section, you can access or modify your profile as described in the Travel Profile section. If you are an assistant or arranger, you can also use this link to access and manage profile information on behalf of another employee.
View the Tools section.	In this section, you can find contact information, international travel help, maps, and other helpful travel links.

Familiarize yourself with the available options (Continued)

The screenshot displays the Concur Travel Center interface. At the top left is the Concur logo. A navigation bar contains links for Travel, Expense, Reports, Profile, Help, and Log Out. Below this is a secondary navigation bar with Home, Trip Library, Templates, Policy, Profile, and Tools. The main heading is "Travel Center".

The interface is divided into two main sections:

- Flight Search Panel (Left):**
 - Buttons for Flight, Car, Hotel, and Flight Status.
 - Radio buttons for Round Trip (selected), One Way, and Multi-Segment.
 - Departure City and Arrival City input fields with location icons.
 - Departure section: Input field, "depart" dropdown, "Morning" dropdown, and "± 3" dropdown.
 - Return section: Input field, "depart" dropdown, "Afternoon" dropdown, and "± 3" dropdown.
 - Checkboxes for "Pick-up/Drop-off car at airport", "Automatically reserve this car", and "Find a Hotel".
 - Checkbox for "Refundable only".
 - Search flights by: Radio buttons for Price and Schedule (selected).
 - A "Search" button at the bottom.
- Welcome Message Panel (Right):**
 - Buttons for Company Notes, Cliqbook Map, Upcoming Trips, Trips Awaiting Approval, and Remove Trips.
 - Text: "Welcome to Concur's Online Travel Solution!"
 - Cliqbook logo.
 - Text: "FOR CLIQBOOK TECHNICAL ASSISTANCE OR FOR TRAVEL RESERVATIONS PLEASE CALL 866-712-2801"

Section 2: Updating Your Travel Profile

Step 1: Change Your Password

How to...

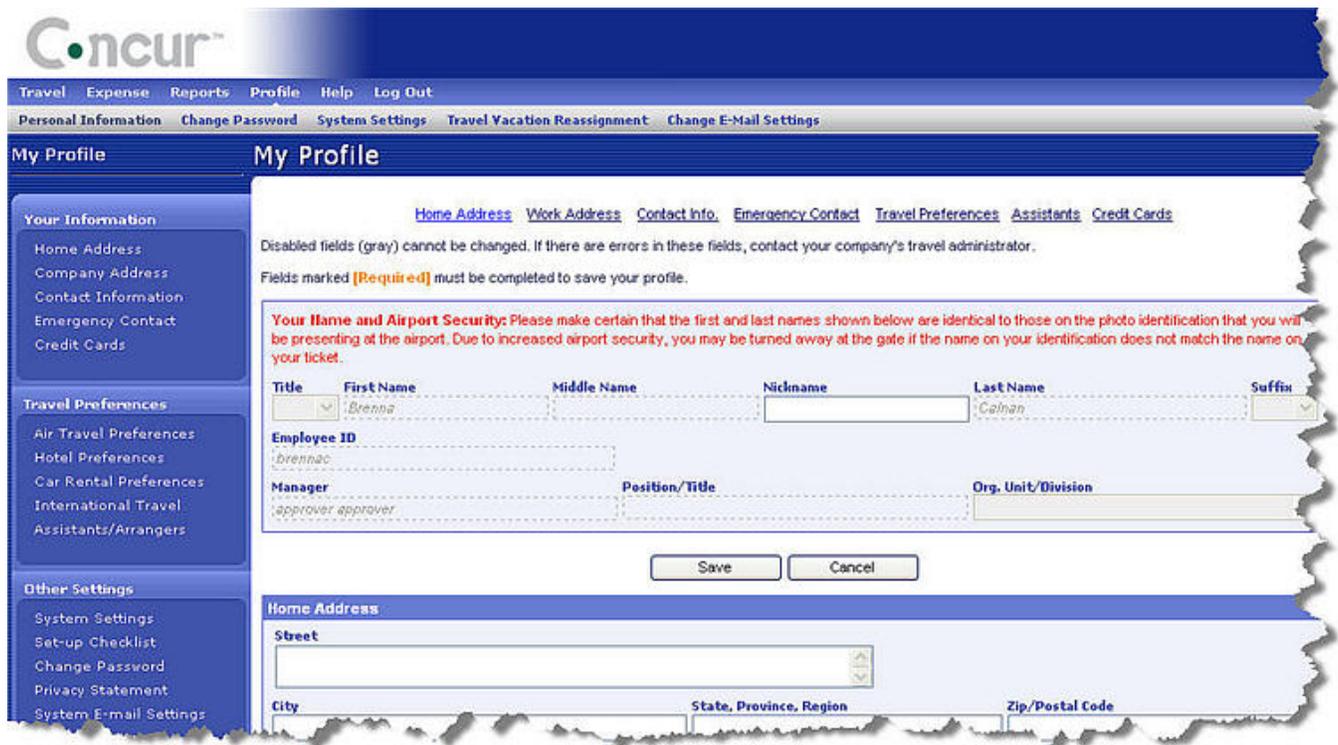
1. On the **Travel Center** homepage, click the **Profile** link on the grey menu bar at the top of the screen.
2. In the **Other Settings** menu, on the left side of the page, click the **Change Password** link.
3. Enter your new password and then click **Save**.

Additional Information

Before you use Cliqbook for the first time, click the profile link to review and update your profile. You must save your profile before you first attempt to book a trip in Cliqbook.

If you are a travel arranger, select the profile that you want to edit from the **You are Administering Travel For** dropdown menu (at the top of the **Profile** page). You can also select the traveler's name from the **Travel Center** page and then click **Profile**.

To change your password, you need to know your old or temporary password.



Step 2: Change your Time Zone, Date Format, or Language

How to...

4. On the **Travel Center** homepage, click the **Profile** link on the grey menu bar at the top of the screen.
5. In the **Other Settings** menu on the left side of the page, click **System Settings**.
6. On the **System Settings** page, update the appropriate information and then click **Save**.

Additional Information

You can change the system and regional settings (number, currently, date, and time format).

The screenshot displays the Concur System Settings page. The left sidebar contains navigation links for 'Your Information', 'Travel Preferences', and 'Other Settings', with 'System Settings' selected. The main content area is titled 'System Settings' and includes the following sections:

- System Settings:** Default Language (English (American)), Time zone (local time) ((GMT-05:00) Eastern Time (US & Canada)), Start week on (Sunday), Start Day View At (8 am), End Day View At (8 pm), Default View (month), and Mile/Km (mile).
- Regional Preferences:** Number Format (1,000.00), Country/Currency (United States of America (\$)), and Placement of Currency Symbol (Before the amount).
- Other Preferences:** Home Page (My Outtask) and Rows per page (25).
- Date and Time Formats:** Date Format (mm/dd/yyyy), Time Format (h:mm am/pm), and Hour/Minute Separator (:).
- Approval Notification Emails:** A checkbox for 'Send an email every time something is put in or removed from my approval queue' is checked.

Step 3: Update Your Personal Information

How to...

7. On the **Travel Center** homepage, click the **Profile** link on the grey menu bar at the top of the screen.
8. On the **My Profile** page, update the appropriate and then click **Save**.

Additional Information

Complete the 8 sections of the **Travel Profile**:

- Name & Airport Security
- Home Address
- Work Address
- Emergency contact
- Contact Information
- Voice Access
- Travel Preferences (such as Aircraft seating, Hotel accommodations, and Car type)
- Credit Cards

You must complete all fields marked **Required** (in orange) to save your profile.

Verify that the first and last name fields match the ID used at the airport.

If you cannot edit these fields, contact your travel agency or travel manager to make changes.

The country you select in the work address fields will determine the default map that appears on the **Cliqbook Map** tab.

There are several **Save** buttons on the profile page. You only need to save once as every **Save** button saves the entire profile.

After you save your profile, the **Travel Center** page appears.

Step 3: Update Your Personal Information (Continued)

The screenshot shows the 'My Profile' page in the Concur system. The page has a blue header with the Concur logo and navigation links: Travel, Expense, Reports, Profile, Help, Log Out. Below the header is a sub-menu with links: Personal Information, Change Password, System Settings, Travel Vacation Reassignment, Change E-Mail Settings. The main content area is titled 'My Profile' and contains several sections:

- Your Information:** Home Address, Company Address, Contact Information, Emergency Contact, Credit Cards.
- Travel Preferences:** Air Travel Preferences, Hotel Preferences, Car Rental Preferences, International Travel, Assistants/Arrangers.
- Other Settings:** System Settings, Set-up Checklist, Change Password, Privacy Statement, System E-mail Settings.

The main profile form includes the following fields and sections:

- Navigation links: Home Address, Work Address, Contact Info, Emergency Contact, Travel Preferences, Assistants, Credit Cards.
- Disclaimer: Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's travel administrator. Fields marked [Required] must be completed to save your profile.
- Your Name and Airport Security:** A red warning message: "Please make certain that the first and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket."
- Name Fields:** Title (dropdown), First Name (text: Brenna), Middle Name (text:), Nickname (text:), Last Name (text: Galvan), Suffix (dropdown).
- Employee ID:** Text field containing 'brennac'.
- Manager:** Text field containing 'approver approver'.
- Position/Title:** Text field (empty).
- Org. Unit/Division:** Text field (empty).
- Buttons: Save, Cancel.
- Home Address Section:** Street (text field), City (text field), State, Province, Region (dropdown), Zip/Postal Code (text field).

Step 4: Set up a Travel Arranger or Assistant

How to...

- On the **Travel Center** homepage, click the **Profile** link on the grey menu bar at the top of the screen.
- Click the **Assistants** link at the top of the **Profile** screen.
- Click the **Add an Assistant** link to search for your assistant's last name.

Additional Information

Use **Assistants & Travel Arrangers** to allow your travel arranger to view and modify your profile or book travel and trips on your behalf.

Important: Your assistant must have an existing Cliqbook account before you can add him or her to your profile.

Hint: When searching, use the following format: *LastName,FirstName* (no spaces).

For example: Smith,June

The screenshot shows the 'Assistants and Travel Arrangers' page. The page has a blue header with the title 'Assistants and Travel Arrangers' and a 'Go to top' link. Below the header is a message: 'Please select the individuals within your organization that you would like to give permission to perform travel or expense functions for you.' Below this message is a section titled 'Your Assistants and Travel Arrangers' with a '+ Add an Assistant' link. The main content area is empty, displaying the message 'You currently have no assistants defined.' Below the content area are 'Save' and 'Cancel' buttons.

Section 2: Make a Travel Reservation

Step 1: Make a Flight Reservation

How to...

1. Click the **Flight** tab at the left side of the screen.
2. Select one of the following types of flight options:
 - **Round Trip**
 - **One Way**
 - **Multi Segment**
3. In the **Departure** and **Arrival City** fields, enter the cities for your travel.
4. Click in the **Departure** and **Return** date fields and select the appropriate dates from the calendar.
5. If you need a car, select the **Pickup/Dropoff car at Airport** checkbox.
6. If you need a hotel, select the **Find a Hotel** checkbox.

Additional Information

If you have a Car, Hotel, Limo, or Rail to book without airfare, use the corresponding tabs.

You can also select your travel cities from the **Cliqbook Map** by clicking on the city.

When you type in a city, airport name, or airport code, Cliqbook will automatically search for a match.

You can also select the appropriate **Departure** and **Return** times and date range. Cliqbook searches before and after the time you select.

Depending on your company's configuration, you can automatically reserve a car, allowing you bypass viewing the car results. After you select a vendor and car type, a car is automatically added to your reservation.

If you need an off-airport car or have other special requests, you can skip this step and add a car from the **Itinerary** page.

You can choose to search for the hotel by:

- **Airport**
- **Address**
- **Company Location**
- **Reference Point / Zip Code** (a city or neighborhood)

If you are staying at more than one hotel during your trip or do not need a hotel for the entire length of your stay, you can skip this step and add a hotel from the **Itinerary** page.

Step 1: Make a Flight Reservation (Continued)

How to...

7. Click the **Search for Flights By** button to view the flight results by **Price** or by **Schedule**.

Additional Information

Select **Search by Price** to find fares in Coach/Economy.

Select **Search By Schedule** to locate flights in fare classes other than Coach/Economy. When you search by schedule, a list of outbound and return flights will appear.

To **filter** the results, select a column, row, or cell in the grid directly above the list of flights. The results will then show flights with the number of stops, airline, or both.

To search only fully refundable fares, check the **Flights with No Penalties** box.

8. Click the **Search** button.

The screenshot displays the Concur Travel Center interface. At the top, the Concur logo is visible. Below it, a navigation bar includes links for Travel, Expense, Reports, Profile, Help, and Log Out. A secondary navigation bar contains Home, Trip Library, Templates, Policy, Profile, and Tools. The main heading is "Travel Center".

The interface is divided into two main sections. On the left is a flight search form with the following elements:

- Tabs: Flight (selected), Car, Hotel, Flight Status
- Trip Type: Round Trip, One Way, Multi-Segment
- Departure City: [Text input field]
- Arrival City: [Text input field]
- Departure: [Text input] depart [dropdown] Morning [dropdown] ± 3 [dropdown]
- Return: [Text input] depart [dropdown] Afternoon [dropdown] ± 3 [dropdown]
- Options:
 - Pick-up/Drop-off car at airport
 - Automatically reserve this car
 - Find a Hotel
 - Refundable only
- Search flights by: Price, Schedule
- [Search button]

On the right is a "Company Notes" section with a welcome message:

Welcome to Concur's Online Travel Solution!

Clqbook

FOR CLIQBOOK TECHNICAL ASSISTANCE OR FOR TRAVEL RESERVATIONS PLEASE CALL 866-712-2801

Step 1: Make a Flight Reservation (Continued)

How to...

9. After you choose your flight, click the **Select Seat** button next to the flight.

10. Select any green (unoccupied) seat and position the cursor over a seat to see the seat number.

Additional Information

A code for seats appears at the bottom of the page, showing which seats are available, occupied, or considered preferential. The bottom right corner shows the number of available seats by class of service for this flight.

Select preferential seats (highlighted in yellow) if you have preferred status on the selected airline. Your frequent flyer number must be in your Cliqbook profile. If you select a preferential seat and this information is not in Cliqbook, your seat request might not be honored.

Some seats are marked handicapped and can only be selected by a travel agent. If you are entitled to a handicapped seat, make sure your travel agent is aware of your situation.

Trip Confirmation

To **COMPLETE BOOKING**, please Press the "Purchase Ticket" Button after reviewing this page.
To **CANCEL**, Press the Cancel button.

Trip from Seattle to Richmond

Itinerary for: CALNAN, BRENNAN
Created on: 06/22/2007 at 2:19 PM
Trip Record Locator: KLJLNB
[View Fare Rules](#)

Selected Ticket Delivery: E-Ticket if possible

Seattle Tacoma Intl Arpt (SEA) to Hartsfield Intl Arpt (ATL)

Flight:	<i>AirTran</i>	Flight # 0019	Economy (V)	Boeing 737-700
Departs:	Seattle Tacoma Intl Arpt (SEA)			Thu 10/25/2007 at 7:20 AM
Arrives:	Hartsfield Intl Arpt (ATL), Terminal N			Thu 10/25/2007 at 3:12 PM
Status:	Confirmed		Ticketing:	E-Ticket
Stops:	Nonstop		Meal:	No Meal Served
Duration:	4 hours, 52 minutes		Flt Miles:	2178
Seat #:	No seat assignment			

Connecting at Hartsfield Intl Arpt (ATL) to Byrd Intl (RIC)

Flight:	<i>AirTran</i>	Flight # 0241	Economy (V)	Boeing 717
Departs:	Hartsfield Intl Arpt (ATL), Terminal N			Thu 10/25/2007 at 4:58 PM
Arrives:	Byrd Intl (RIC)			Thu 10/25/2007 at 6:29 PM
Status:	Confirmed		Ticketing:	E-Ticket
Stops:	Nonstop		Meal:	No Meal Served
Duration:	1 hour, 31 minutes		Flt Miles:	481
Seat #:	No seat assignment			

Step 1: Make a Flight Reservation (Continued)

How to...	Additional Information
-----------	------------------------

11. Click the appropriate seat to select it.

To change your seat, click the seat you prefer. Position the cursor over a seat to view the seat number.

After you select your seat for a flight, you can either click **Change Seat** or select the next flight in your reservation. Cliqbook will prompt you to save your new seat selection.

12. Click the **Reserve** button to select your airfare.

Next to the **Reserve** button, policy information is displayed. The **Reserve** buttons are color coded as follows:

- A *green* **Reserve** button indicates the fare is within policy.
- A *yellow* **Reserve** indicates the fare is outside of policy. If you select this fare, you must enter additional information.
- A *red* **Reserve** button indicates the fare is outside of policy. If you select this fare, you must enter additional information and wait for manager approval. The trip will not be ticketed until it is approved by a manager.

When you click **Reserve** to select a fare, Concur Cliqbook Travel & Expense automatically selects the corresponding frequent flier program, if available. You can also select a different program from the list at the bottom of the screen.



Step 2: Select a Car

How to...

1. If you specified that you need a car on the **Flight** tab, you will see car results for the car search.
2. Select the appropriate rental car and then click the **Reserve** button.

Additional Information

If you choose to automatically reserve a car, Concur Cliqbook Travel will add your car and then display your hotel results.

If you selected **Automatically reserve this car**, Cliqbook will add the car without showing you the flight results.

You can sort the car results to help find your selection.

Yellow diamonds indicate preferred vendors and your preferred car type will be selected automatically.

The screenshot shows the Concur Cliqbook interface for car availability. The top navigation bar includes links for Travel, Expense, Reports, Profile, Help, and Log Out. Below this, there are links for Home, Trip Library, Templates, Policy, Profile, and Tools. The main content area is titled "Car Availability" and shows the pickup location as Richmond (RIC) on 10/25/2007 at 9:00 AM, returning on 10/26/2007 at 5:00 PM. A "Print / E-mail" link is available. The car selection table lists various car types with their respective prices. The "Intermediate Car" is selected, showing a price of \$71.99 per day and a total cost of \$180.38*. The "Reserve" button is highlighted. The interface also includes sort options (Policy, Best price, Vendor) and a "Use the following Car Program" dropdown menu.

All results	Economy Car	Compact Car	Intermediate Car	Standard Car	Full-size Car	Premium Car	Intermediate SUV	Standard
	61.99	68.99	71.99	73.99	73.99	112.99	104.99	105.99

Displaying: 1 out of 9 results.

Sort options: Policy Best price Vendor

Reserve [Info](#)

\$71.99 per day Total cost \$180.38*
Unlimited miles
Automatic transmission

Displaying: 1 out of 9 results.

Total cost: Rates and total cost do not include charges for optional services such as fuel and insurance waivers. These and any additional fees or surcharges may be applied at the time of rental. Any currency conversion is based on the exchange rate for that day. The final price

Use the following Car Program: [Add a Program](#)

[Start Over](#) [Change search](#)

Step 3: Select a Hotel

How to...

1. In the hotel results, click **Get More Hotels** to pull more hotels into the list.
2. To filter by hotel chain, click the **Hotel Chain** link and then select the chains you want to view.
3. To filter by hotel amenities, click the **Hotel Amenities** link and then select the appropriate amenity options.
- 4.
5. Click the **Map of Hotels** link in the upper right corner of the page to view a map of the location you selected and the nearby hotels.
6. Click the **Info** link for a specific hotel to find more detailed information for the hotel.
7. When you are ready to reserve your hotel room, click the **Reserve** button for the appropriate rate and hotel.

Additional Information

If you selected the **Find a Hotel** option on the **Flight** tab, the hotel results are displayed after you choose your rental car.

You can also choose **Show All** or **Hide All** and sort the list of hotels by **Preference, Price, Chain, Rating, Distance** and **Policy**.

Your company's preferred hotels are displayed as pink dots.

Next to each **Reserve** button, a description, rate details, and cancellation policy is available. The **Reserve** buttons are color coded as follows:

- A *green* **Reserve** button indicates the hotel rate is within policy.
- A *yellow* **Reserve** button indicates the hotel rate is outside of policy. If you select this rate, you must enter additional information.
- A *red* **Reserve** button indicates the hotel rate is outside of policy. If you select this rate, you must enter additional information and wait for manager approval. The trip will not be ticketed until it is approved by a manager..

If a hotel is outside of policy, this information will be displayed within in the list of hotels. You can also view the type of rate and room, as well as other information that is available from the agency system.

A *grey* or *yellow* diamond indicates that the hotel property is company preferred.

After clicking the **Reserve** button the Hotel confirmation page appears.

Step 3: Select a Hotel

How to...

8. Click the **Next** button.
9. Enter your trip information in the **Trip Name** and **Trip Description** fields.
10. Click the **Next** button to finalize your reservation.

Additional Information

The **Trip Booking Information** page appears.

The trip name and description data are for your record keeping. If you have any special requests for the travel agent, please enter them into the agent comments section. Some request may result in higher fees.

The screenshot shows the Concur interface for hotel selection. At the top, there are navigation tabs for Travel, Expense, Reports, Profile, Help, and Log Out. Below this, there are links for Home, Trip Library, Templates, Policy, Profile, and Tools. The main content area displays search criteria: "Check-in Thu, Oct 25 - Check-out Fri, Oct 26" and "Hotels located 5 miles from Richmond, VA (RIC). Change search". There are also links for "Map of hotels" and "Print / E-mail". A filter section allows filtering by Hotel chain, Hotel Amenities, and With names containing. The results section shows "Displaying: 14 out of 14 results." and sorting options: Preference, Price (selected), Chain, Rating, Distance, and Policy. The first result is "Courtyard Richmond Airport" with a photo, address (5400 Williamsburg Rd, Sandston, Virginia 23150), phone (804/652-0500), and a "View on Map" link. Two room options are listed, both priced at \$154.00, with "Reserve" and "Compare" buttons. The first option is "Regular Rate - Regular Leisure Rate*deluxe Room*1 King Bed*cotton Rich LinenIndoor Pool*free Wireless Internet*work Desk*fitness Area (Rate Code: REGA00)". The second option is "Regular Rate - Regular Leisure Rate*deluxe Room*2 Double Beds*cotton RichLinen Indoor Pool*free Wireless Internet*work Desk*fitness Are (Rate Code: REGB00)". At the bottom, there is a "Use the following Hotel Program:" dropdown, an "Add a Program" button, and a checked checkbox for "Use my default credit card: 'Test Visa'". There are also "Start Over" and "Change search" buttons.

Step 4: Pre-populate Your Expense Report

How to...

1. On the **Pre-populating Your Expense Report** page, specify the transportation expense you expect to incur for transportation or parking during each segment of your trip.
2. After you have completed each segment of your booking, click the **Finish** button.

Additional Information

After you have completed the reservation, a window appears where you can enter the information to pre-populate your expense report. This information will be automatically imported into your report after the date of the trip has occurred.

By default, the amount of each entry will be populated in your expense report as \$0. You must edit the amount or discard the charge if it does not apply. These charges are placeholders that help you submit a complete expense report.

Pre-populating Your Expense Report

At this time you may optionally choose to pre-populate placeholder items on your expense report. These items will be automatically imported into your report after the date of the trip has passed. The amount on each charge will be \$0 by default - you will have to edit the amount yourself or discard the charge if it does not apply. These charges are just reminders to you so that you are more likely to submit a complete expense report.



Would you like to pre-populate a charge to cover how you plan to arrive at Seattle Tacoma Intl Arpt?				None	
Departs:	Seattle Tacoma Intl Arpt (SEA)	at	7:20 AM	on	10/25/2007
Arrives:	Hartsfield Intl Arpt (ATL)	at	3:12 PM	on	10/25/2007
Departs:	Hartsfield Intl Arpt (ATL)	at	4:58 PM	on	10/25/2007
Arrives:	Byrd Intl (RIC)	at	6:29 PM	on	10/25/2007
Would you like to pre-populate a charge to cover how you plan to depart from Byrd Intl?				None	
Would you like to pre-populate a charge to cover how you plan to arrive at Byrd Intl?				None	
Departs:	Byrd Intl (RIC)	at	4:40 PM	on	10/26/2007
Arrives:	Hartsfield Intl Arpt (ATL)	at	6:21 PM	on	10/26/2007
Departs:	Hartsfield Intl Arpt (ATL)	at	9:25 PM	on	10/26/2007
Arrives:	Seattle Tacoma Intl Arpt (SEA)	at	11:47 PM	on	10/26/2007
Would you like to pre-populate a charge to cover how you plan to depart from Seattle Tacoma Intl Arpt?				None	

Pre-populate Expenses for transportation and parking

<< Previous Finish

Section 3: Cancel or Change an Airline, Car Rental, or Hotel Reservation

How to...

1. On the **Upcoming Trips** tab, click the name of the trip you want to cancel or change.
2. Select **Change Trip** from the dropdown menu.
3. On the **Itinerary** page, select the portion of the trip you want to change.
4. To cancel your trip, click the name of the trip on the **Upcoming Trips** tab, and then click **Cancel** from the dropdown menu.

Additional Information

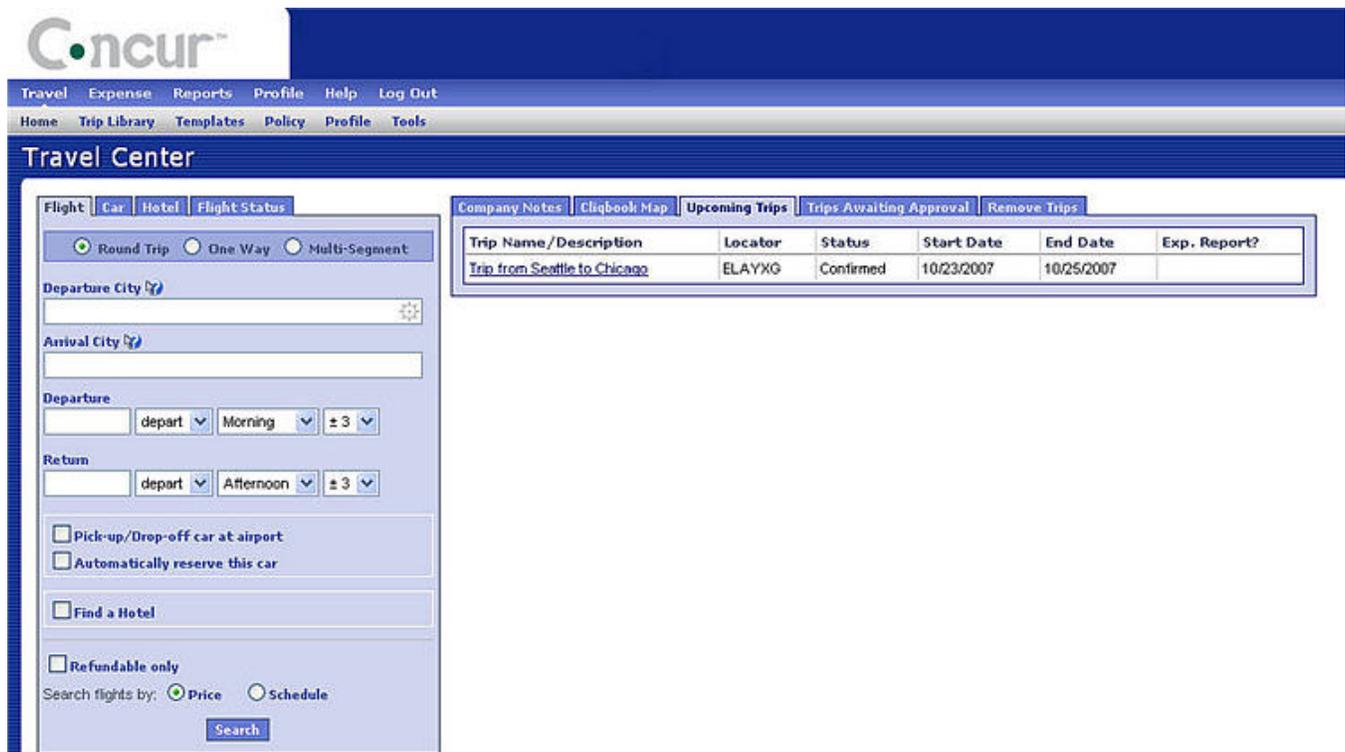
Contact the appropriate Website or vendor directly if you did not book your trip using Concur Cliqbook Travel.

From the **Itinerary** page, you can:

- Email your itinerary
- Change frequent flyer program
- Change seat
- Change the flight day or time for travel (you cannot change the airline)
- Add, change, or cancel car rental
- Add, change, or cancel hotel

If the status changes to **Ticketed**, the **Cancel** link will not be displayed. After a flight is ticketed, you cannot cancel a trip.

If the status is **Confirmed**, you can attempt to cancel. If you get an error message and are unable to cancel the trip in Concur Cliqbook Travel, contact your agent or administrator.



Section 4: Concur Cliqbook Travel Action Buttons and Icons

Button/Icon Description	
	Tooltip: Click the tooltip icon to view the associated field-related help.
	Yellow Diamond: Indicates a company preferred vendor.
	Seat map: Click to view the flight seat map.
	Airfare: Click to view your airfare booking information.
	Rail: Click to view your rail booking information.
	Lodging: Click to view your lodging booking information.
	Car Rental: Click to view booking information for your car rental.