

QuickStart Guide

Concur[®] Cliqbook Travel

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Concur® CliqbookTravel QuickStart Guide

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Using Concur® Cliqbook Travel

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

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**.

www.travelfocus.com/icon
or www.concursolutions.com

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.
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)

Concur™

Travel | Reports | Administration | Profile | Help | Log Out

Home | Trip Library | Templates | Meetings | Meeting Admin | Policy | Profile | Tools | Clickbook XA

You are administering travel for: Me Search

Flight | Car | Hotel | Ride | Rail | Flight Status | Dining

☒ Round Trip ☐ One Way ☐ Multi-Segment

Departure City ✕
DAL - Love Field - Dallas, TX DAL

Arrival City ✕

Departure
depart ▼ 9:00am ▼ ± 2 ▼

Return
depart ▼ 5:00pm ▼ ± 2 ▼

☐ Pick-up/Drop-off car at airport
☐ Automatically reserve this car
☐ Find a Hotel
☐ Refundable only
Number of adults 1 ▼
Search flights by: ☒ Price ☐ Schedule
Search

Travel Information

✕ You have unused tickets

Company Notes | Clickbook Map | Upcoming Trips | Trips Awaiting Approval

This is a new Travel Center greeting.

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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.

The screenshot shows the Concur web application interface. At the top is the Concur logo. Below it is a navigation bar with links: Travel, Reports, Administration, Profile (highlighted), Help, and Log Out. Under the Profile link, there is a sub-menu: Personal Information, Change Password, System Settings, Travel Vacation Reassignment, and Change E-Mail Settings. The main content area is titled "My Profile" and includes a sidebar on the left with categories: Your Information, Travel Preferences, and Other Settings. The "Your Information" section lists: Home Address, Company Address, Contact Information, Emergency Contact, and Credit Cards. The "Travel Preferences" section lists: Air and Rail Travel Preferences, Hotel Preferences, Car Rental Preferences, International Travel, and Assistants/Arrangers. The "Other Settings" section lists: System Settings, Set-up Checklist, Change Password, Privacy Statement, System E-mail Settings, Travel Vacation Reassignment, and I'm Assisting... The main content area has a heading "Select one of the following to customize your user profile." and lists several options with icons: Personal Information (house icon), Company Information (factory icon), Credit Card Information (credit card icon), Travel Preferences (airplane icon), Expense Preferences (clipboard icon), System Settings (calendar icon), Contact Information (phone icon), Setup Assistants (document icon), Travel Vacation Reassignment (checkmark icon), Change E-Mail Settings (envelope icon), and Change Password (key icon). Each option has a brief description of what it covers.

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

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 **System Settings**.
3. 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).

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Travel Expense Reports Profile Help Log Out

Personal Information Change Password System Settings Travel Vacation Reassignment Change E-Mail Settings

My Profile **System Settings**

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

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 ▼

Mile/Km
mile ▼

Regional Preferences

Number Format Country/Currency
1,000.00 ▼ United States of America (\$) ▼

Placement of Currency Symbol
Before the amount ▼

Date Format
mm/dd/yyyy ▼

Time Format
h:mm am/pm ▼

Hour/Minute Separator
: ▼

06/19/2007 5:37 PM

Other Preferences

Home Page
My Outtask ▼

Rows per page
25 ▼

Approval Notification Emails

☒ Send an email every time something is put in or removed from my approval queue

Step 3: Update Your Personal Information

How to...

1. On the **Travel Center** homepage, click the **Profile** link on the grey menu bar at the top of the screen.
2. 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)

Concur

Travel Expense Reports Profile Help Log Out

Personal Information Change Password System Settings Travel Vacation Reassignment Change E-Mail Settings

My Profile

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

My Profile

[Home Address](#) [Work Address](#) [Contact Info](#) [Emergency Contact](#) [Travel Preferences](#) [Assistants](#) [Credit Cards](#)

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: 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.

Title First Name Middle Name Nickname Last Name Suffix

Employee ID

Manager Position/Title Org. Unit/Division

Save Cancel

Home Address

Street

City State, Province, Region Zip/Postal Code

Step 4: Set up a Travel Arranger or Assistant

How to...

1. On the **Travel Center** homepage, click the **Profile** link on the grey menu bar at the top of the screen.
2. Click the **Assistants** link at the top of the **Profile** screen.
3. 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

Assistants and Travel Arrangers [Go to top](#)

Please select the individuals within your organization that you would like to give permission to perform travel or expense functions for you.

☐ Refuse Self Assigning Assistants

Your Assistants and Travel Arrangers [+ Add an Assistant](#)

Name	Title	Can book travel?	
Never, William	(Primary Travel Asst.)	<input checked="" type="checkbox"/>	Edit Delete

Save

Section 3: 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.
7. If also booking for a companion, select the number from **the Number of Adults** drop down.

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.

If a companion is selected, the payment screen will provide the option to use the credit card from the companion's profile.

Step 1: Make a Flight Reservation (Continued)

How to...

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

- Click the **Search** button.

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.

The screenshot displays the Concur Travel web application. The top navigation bar includes links for Travel, Reports, Administration, Profile, Help, and Log Out. Below this, a secondary navigation bar lists Home, Trip Library, Templates, Meetings, Meeting Admin, Policy, Profile, Tools, and Clickbook XA. On the right side of the page, there is a dropdown menu for "You are administering travel for:" set to "Me" and a "Search" button. The main content area is divided into two columns. The left column contains a "Flight" tab and a "Travel Information" section. The "Flight" tab is active, showing options for Round Trip (selected), One Way, and Multi-Segment. The "Travel Information" section includes a "Departure City" dropdown set to "DAL - Love Field - Dallas, TX", an "Arrival City" dropdown, and a "Departure" section with a "depart" dropdown set to "9:00am" and a "Return" section with a "depart" dropdown set to "5:00pm". There are also checkboxes for "Pick-up/Drop-off car at airport", "Automatically reserve this car", "Find a Hotel", and "Refundable only". The "Number of adults" is set to "1". At the bottom of the left column, there is a "Search flights by:" section with radio buttons for "Price" (selected) and "Schedule", and a "Search" button. The right column contains a "Travel Information" section with a "You have unused tickets" message and a "Company Notes" section with a "Clickbook Map" link and a "Trips Awaiting Approval" link. Below these links is a text area containing the message "This is a new Travel Center greeting."

Step 1: Make a Flight Reservation (Continued)

How to...

10. After you choose your flight, click the **Select Seat** button next to the flight.
11. 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. Cliqbook will automatically assign a seat if possible according to the preferences entered in the traveler's profile.

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.

http://app2.outtask.com - Seat Map - Microsoft Internet Explorer

AA American Airlines

American Flight: 0802 737
Seattle Tacoma Intl Arpt (SEA) - Dallas Ft Worth Intl (DFW)
05/12/2008

Change Seat Close

Available flights: AA 0802 SEA-DFW

Seat Selection: 16F

Seat Map

Seat assignment is subject to change up until time of departure

Available seat Occupied seat Preferential seat Exit row Selected seat

Preferential seating is not generally available for discounted fares, or travelers without higher levels of frequent flyer status.

Step 1: Make a Flight Reservation (Continued)

How to...

12. Click the appropriate seat to select it.
13. Click the **Reserve** button to select your airfare.

Additional Information

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.

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.

The screenshot displays the Concur Cliqbook interface. The main area shows a list of flight results for a search from SEA to RIC. The results are sorted by Policy, and the least cost item is \$239.60. The flight details include Carrier (Airtran Air), Depart (Oct 25 7:20am), Arrive (Oct 25 3:12pm), Duration (4h 52m), and Class (Boeing 737-700). The Reserve button is highlighted in green, indicating the fare is within policy. The ticket is non-refundable and non-transferable. The right sidebar shows the search criteria, including the route (SEA to RIC) and the departure/return dates (10/25/2007 to 10/26/2007). The bottom of the screen shows the frequent flyer program selection and the default credit card (Test Visa).

Carrier	Depart	Arrive	Duration	Class
Airtran Air #19	Oct 25 7:20am Seattle, WA (SEA)	Oct 25 3:12pm Atlanta, GA (ATL)	Stops: 0 4h 52m	Boeing 737-700 Economy: V
Airtran Air #241	Oct 25 4:58pm Atlanta, GA (ATL)	Oct 25 6:29pm Richmond, VA (RIC)	Stops: 0 1h 31m	Boeing 717 Economy: V
Airtran Air #262	Oct 26 4:40pm Richmond, VA (RIC)	Oct 26 6:21pm Atlanta, GA (ATL)	Stops: 0 1h 41m	Boeing 717 Economy: V
Airtran Air #24	Oct 26 9:25pm Atlanta, GA (ATL)	Oct 26 11:47pm Seattle, WA (SEA)	Stops: 0 5h 22m	Boeing 737-700 Economy: V
Delta #58	Oct 25 11:35am Seattle, WA (SEA)	Oct 25 7:24pm Atlanta, GA (ATL)	Stops: 0 4h 49m	Boeing 757 Economy: T
Delta #151	Oct 26 3:35pm Richmond, VA (RIC)	Oct 26 5:20pm Atlanta, GA (ATL)	Stops: 0 1h 42m	Boeing 757 Economy: T

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.

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

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Travel Expense Reports Profile Help Log Out

Home Trip Library Templates Policy Profile Tools

Car Availability

Picking up the car at: Richmond (RIC) on 10/25/2007 9:00 AM
Returning on 10/26/2007 5:00 PM [Print / E-mail](#)

All	Economy Car	Compact Car	Intermediate Car	Standard Car	Full-size Car	Premium Car	Intermediate SUV	Standard
9 results	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

Hertz **Intermediate Car** [Info](#)

Reserve \$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. To filter by hotel chain, click the **Hotel Chain** link and then select the chains you want to view.
2. To filter by hotel amenities, click the **Hotel Amenities** link and then select the appropriate amenity options.
3. 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.
4. Click the **Info** link for a specific hotel to find more detailed information for the hotel.
5. 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.

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

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

Step 3: Select a Hotel (Continued)

How to...

1. Click the **Next** button.
2. Enter your trip information in the **Trip Name** and **Trip Description** fields.
3. 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 website interface. At the top, there's a navigation bar with links like Travel, Expense, Reports, Profile, Help, and Log Out. Below this, a search bar displays the current search criteria: "Check-in Thu, Oct 25 - Check-out Fri, Oct 26" and "Hotels located 5 miles from Richmond, VA (RIC)". There are filters for Hotel chain, Hotel Amenities, and a text input for names. The results section shows "Displaying: 14 out of 14 results." and a list of hotels. The first hotel, "Courtyard Richmond Airport", is highlighted. It includes a photo of the hotel, address (5400 Williamsburg Rd, Sandston, Virginia 23150), phone number (804/652-0500), and a "View on Map" link. Two room options are listed with "Reserve" buttons and prices of \$154.00. The first option is a "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 a "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's a section for "Use the following Hotel Program:" with a dropdown menu, an "Add a Program" button, and a checked box for "Use my default credit card: 'Test Visa'". There are also "Start Over" and "Change search" buttons.

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Travel Expense Reports Profile Help Log Out

Home Trip Library Templates Policy Profile Tools

Check-in Thu, Oct 25 - Check-out Fri, Oct 26

Hotels located 5 miles from Richmond, VA (RIC). [Change search](#)

Filter by [Hotel chain](#) | [Hotel Amenities](#) | With names containing:

Map of hotels Print / E-mail

Displaying: 14 out of 14 results. <<Previous 1 2 Next>> | All

Sort: ☐ Preference ☒ Price ☐ Chain ☐ Rating ☐ Distance ☐ Policy

Courtyard Richmond Airport Info

5400 Williamsburg Rd
Sandston, Virginia 23150
804/652-0500
[View on Map](#)

Not rated 1.48 miles

Reserve	\$154.00 Compare	Regular Rate - Regular Leisure Rate*deluxe Room*1 King Bed*cotton Rich LinenIndoor Pool*free Wireless Internet*work Desk*fitness Area (Rate Code: REGA00) Cancellation policy exists Rate details / Cancellation policy
Reserve	\$154.00 Compare	Regular Rate - Regular Leisure Rate*deluxe Room*2 Double Beds*cotton RichLinen Indoor Pool*free Wireless Internet*work Desk*fitness Are (Rate Code: REGB00) Cancellation policy exists Rate details / Cancellation policy

Weekend Rate - Weekend Leisure Rate*spa King Room*1 King Bed W/Jacuzzi
microwave/refrigerator/indoor Pool*work Desk*fitness Area (Rate Code: WKNH00)

Use the following Hotel Program: [Add a Program](#) ☒ Use my default credit card: 'Test Visa'.

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

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

Departs:	Seattle Tacoma Intl Arpt (SEA)	\$
Arrives:	Hartsfield Intl Arpt (ATL)	\$
Departs:	Hartsfield Intl Arpt (ATL)	\$
Arrives:	Byrd Intl (RIC)	\$

☐ Would you like to pre-populate a charge to cover how you plan to depart fr

☐ Would you like to pre-populate a charge to cover how you plan to arrive at

Departs:	Byrd Intl (RIC)	\$
Arrives:	Hartsfield Intl Arpt (ATL)	\$
Departs:	Hartsfield Intl Arpt (ATL)	\$
Arrives:	Seattle Tacoma Intl Arpt (SEA)	\$

☐ Would you like to pre-populate a charge to cover how you plan to depart fr Arpt?

Pre-populate Expenses for transportation and parking

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.

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

4. To cancel your trip, click the name of the trip on the **Upcoming Trips** tab, and then click **Cancel** from the dropdown menu.

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.

The screenshot displays the Concur Travel web application. The top navigation bar includes links for Travel, Reports, Administration, Profile, Help, and Log Out. Below this, a secondary navigation bar lists various tools like Trip Library, Templates, Meetings, Meeting Admin, Policy, Profile, Tools, and Cliqbook XA. A user notification at the top right states, "You are administering travel for: Me" with a search button.

The main interface is divided into two primary sections. On the left is a "Flight" search panel with tabs for Flight, Car, Hotel, Ride, Rail, Flight Status, and Dining. The "Flight" tab is active, showing options for Round Trip, One Way, and Multi-Segment. The search criteria include:








- Departure City: DAL - Love Field - Dallas, TX
- Arrival City: (empty field)
- Departure: 9:00am, ± 2
- Return: 5:00pm, ± 2
- Options: Pick-up/Drop-off car at airport, Automatically reserve this car, Find a Hotel, Refundable only.
- Number of adults: 1
- Search flights by: Price (selected), Schedule

 A "Search" button is at the bottom of this panel.

On the right is the "Travel Information" section. It features a "You have unused tickets" notification. Below this, there are tabs for Company Notes, Cliqbook Map, Upcoming Trips, and Trips Awaiting Approval. The "Upcoming Trips" tab is selected, displaying a table with the following data:

Trip Name/Description	Locator	Status	Start Date	End Date
Trip from Seattle to Chicago	POAZSB	Confirmed	10/23/2008	10/25/2008

Section 5: 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.