Section 1: Getting Started
Step 1: Log In to Concur Cliqbook Travel
1 Logon to Concur Cliqbook Travel following your company’s logon instructions.

If you are not sure how to start Concur Cliqbook, check with your company’s system administrator. When starting Concur Cliqbook Travel, you will first see the Log On page.

Section 2: Travel Center
1 Explore the Home section.
2 Explore the Trip Library section.
3 View the Templates section.
4 View the Meetings section.
5 Familiarize yourself with the Policy section.
6 Explore the Profile section.
7 View the Tools section.

Section 3: Updating Your Travel Profile
Step 1: Change Your Password
1 On the Travel Center homepage, on the grey menu bar at the top of the screen, click Profile.
2 On the My Profile page, update the appropriate information, and then click Save.

Step 2: Change your Time Zone, Date Format, or Language
1 On the Travel Center homepage, on the grey menu bar at the top of the screen, click Profile.
2 On 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.

Section 4: Make a Travel Reservation
Step 1: Make a Flight Reservation
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 then select the appropriate dates
5 If you need a car, select the Pick-up/Drop-off car at Airport checkbox.
6 If you need a hotel, select the Find a Hotel checkbox.

Step 2: Change your Time Zone, Date Format, or Language
1 On the Travel Center homepage, on the grey menu bar at the top of the screen, click Profile.
2 On the Other Settings menu on the left side of the page, click Change.
### Section 4: Make a Travel Reservation

#### Step 1: Make a Flight Reservation

| 7 | Click **Search for Flights By** to view the flight results by Price or by Schedule. |
| 8 | Click **Search**. |
| 9 | After you choose your flight, click **Select Seat** next to the flight. |
| 10 | Select any green (unoccupied) seat and position the cursor over a seat to see the seat number. |
| 11 | Click the appropriate seat to select it. |
| 12 | Click **Reserve** to select your airfare. |

#### Step 2: Select a Car

| 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 **Reserve**. |

#### Step 3: Select a Hotel

| 1 | To filter by hotel chain, click **Hotel Chain**, and then select the chains you want to view. |

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

| 2 | To filter by hotel amenities, click **Hotel Amenities**, and then select the appropriate amenity options. |
| 3 | Click **Map of Hotels** in the upper right corner of the page to view a map of the location you selected and the nearby hotels. |
| 4 | Click **Info** for a specific hotel to find more detailed information for the hotel. |
| 5 | When you are ready to reserve your hotel room, click **Reserve** for the appropriate rate and hotel. |
| 6 | Click **Next**. |
| 7 | Enter your trip information in the **Trip Name** and **Trip Description** fields. |
| 8 | Click **Next** to finalize your reservation. |

### Section 5: Cancel or Change an Airline, Car Rental, or Hotel Reservation

| 1 | On the **Upcoming Trips** tab, click the name of the trip. |
| 2 | Click **Change Trip (add car or hotel)** |
| 3 | From the Itinerary, choose:  
  - Change Seat  
  - Change Flight to change your day or time for travel – you cannot change the airline.  
  - Change or cancel car rental  
  - Change or cancel hotel |
| 4 | To cancel your entire trip, click **Cancel** from the menu. |

**HINT:** If the status of the trip says **Ticketed**, you cannot change or cancel your flight, you must call your travel agent.