

## Entering Personal Information for Guest Travelers

To make a reservation for a non-profiled traveler, select "Guest Traveler" under the section entitled "You are administering Travel for" in the upper right hand corner. Once the user has selected the desired search options, they should receive a pop-up box that asks for the Guest's personal information. The booking will proceed as normal and the user may select the desired flight/car/hotel options.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Cliqbook Travel Wizard interface. The browser's address bar shows the URL: [https://app2.outtask.com/travelwizard/twGuestStart.asp?2624%2E542=1974064350%2E12817&cbsid=2626%2E0398&HTTP\\_REFERER](https://app2.outtask.com/travelwizard/twGuestStart.asp?2624%2E542=1974064350%2E12817&cbsid=2626%2E0398&HTTP_REFERER). The page features the American Express Online logo and the Saint Louis University logo. A navigation menu includes "Travel", "Reporting", "Administration", "Profile", "Help", and "Log Out". Below the menu, there are links for "Home", "Trip Library", "Templates", "Policy", "Profile", and "Tools". The main content area is titled "Cliqbook Guest Booking" and contains the following text:

Enter the name of the guest traveler you're booking the trip for. The guest's trip will be subjected to the "Guest Class" policy, or in its absence, the policy which applies to you. Once the trip is booked, it will show up on your Travel home page and be assigned to your account. When you view the itinerary, you will see the traveler's name on the itinerary.

Please make certain that the first and last names shown below are identical to those on the photo identification that the guest traveler will be presenting at the airport. Due to increased airport security, the guest may be turned away at the gate if the name on their identification does not match the name on their ticket.

Look up a previous guest by name:

**Personal Information** \* Required Fields

Title	First Name*	Middle Name	Last Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Email Address\*  Phone number and type\*  Work Phone

Once the select the form of payment and prior to confirmation they will receive an additional pop-up box that will request that the complete the TSA required information.

The screenshot shows a Microsoft Internet Explorer browser window titled "Cliqbook: Travel Wizard -- Elizabeth Anderson Saint Louis University". The address bar shows the URL: [https://app2.outtask.com/travelwizard/twSecureFlightInfo.asp?2456%2E578=2024104714%2E39362&cbsid=2499%2E247&HTTP\\_RE](https://app2.outtask.com/travelwizard/twSecureFlightInfo.asp?2456%2E578=2024104714%2E39362&cbsid=2499%2E247&HTTP_RE). The page header includes the American Express Online logo and the Saint Louis University logo. A navigation menu contains "Travel", "Reporting", "Administration", "Profile", "Help", and "Log Out". A sidebar on the right indicates the user is booking for "Elizabeth Anderson".

### TSA Secure Flight

The Transportation Security Authority (TSA) requires us to transmit information collected from you. Providing information is voluntary, however, if it is not provided, you may be subject to additional screening or denied transport or authorization. TSA may share information you provide with law enforcement or intelligence agencies or others under its records notice. For more on TSA privacy policies or to view the records notice and the privacy impact assessment, see the TSA's web site at [WWW.TSA.GOV](http://WWW.TSA.GOV).

**Requested Information**  Save Information

ANDERSON, ELIZABETH

Middle Name   No Middle Name Gender  Male  Female

Date of Birth  DHS Redress No.

(mm/dd/yyyy)

Please enter the requested information.

Start Over << Previous Next >>