Business and Finance Division

Secure Flight Passenger Data Profile Update Instructions

After logging into Cliqbook/Concur, click the Personal Information link on the Profile tab.

AMERICAN EXPRESS	MERICA	N EXPRES	S° ONLINE	Non to				- ENAUL ROUPS	
My Concur	Travel	Expense	Profile delp	Log Out		Once logged into Cliqbook/C	oncur, click on the		
I			Personal Information	-		Personal Information link on	the Profile tab		
			Change Password					You are administering travel for: Me	
	_		System Settings						
		More flexibility. Mo here to register C vour BlackBerry	Concur Mobile Regis	Concur Mobile Registration ravel Vacation Reassignment ystem E-Mail Settings		o receive e-receipts. 😵 Sign up here			
			Travel Vacation Rea						
The second secon		Windows Mobil	System E-Mail Settin						
						Welcor	ne to American Ex	kpress Online (AXO)	
Trip Searc	ch			Saint Louis University's exclusive online booking tool					
Flight Car	Hotel F	ight Status		(University travel only)!					
Roun	nd Trip	One Way	Multi-Seament						
				Between 8:30 AM and 5 PM Monday through Friday, Call a designated American Express travel agent (Beth or Debra) at					
Departure City	у 😡			800-955-74 charged on	97 Opti vifthoa	on 2 If you need any assist dent books your flights	stance with your tra	avel plans of booking flights. No fee for questions. A fee is	
Arrival City 🖗			24	Granged only in the agent books your ingrits. After hours any day, Call 800,955,7497 ontion 1 for site navinational assistance, changes – cancellations, questions, A fee					
				is charged for every call.					
Departure depart Morning \$\pm 1 & 8 \$\pm 4\$			Did You Know? You can change your purchased/ticketed reservations on Cliqbook without a call to your agency. Click this link for a short demonstration: demo						
Return depart Afternoon t t 8			± 8 💌	For complex international travel - call 800-955-7497 option 2.					
E Rick up/D	ron off ca	r at airport		Contact Brenda Rainey for passport or visa information. 314-977-2318 or raineybj@slu.edu					
Pick-up/Drop-off car at airport Find a Hotel				Note: Effective 23 January 2007, ALL persons, including U.S. citizens, traveling by air between the United States and Canada, Mexico, Central and South America, the Caribbean, and Bermuda will be required to present a valid passport, Air NEXUS card, or U.S. Coast Guard Merchant Mariner Document.					
Refundabl	le only air	fares							
Search flights by	y: O Pric	e 💿 Schedul	e	Traveler Impact - New Information					
Search			As early as September 15, 2010, some airlines will mandate full Secure Flight Passenger Data (SFPD = name, gender, and date of birth). Airlines will cancel air reservations and inhibit ticketing. Reservations without full SFPD will be						
Weather				rejected by	the TS	A effective November 1, 2	010.		
			Actions Travelers Need To Take						
Local Weather			Provide Secure Flight Passenger Data information: <u>full name, gender and date of birth</u> in your Cliqbook profile.						
Please enter an airport. 🖗			AXO/Cliqbook's Unused Ticket Display functionality offers travelers the ability to view information on their unused tickets from directly within Cliqbook. Travelers do not have the ability to select a specific unused ticket to apply to their purchase.						

In top section, verify first, last and middle (if applicable) names are correct. To update first or last name send an email to <u>univtravel@slu.edu</u>.

	XPRESS® ONLINE			SAINT LOUIS						
My Concur Travel Ex	xpense Profile Help Log Out									
Personal Information Char	nge Password System Settings Concur Mobile Regi	stration Travel Vacation Reassignment System	E-Mail Settings							
My Profile	Ve	ify that First I get and Middle (if applicable	al names are correct ants. Credit Cards							
Your Information	Disabled fields (gray) cannot be changed. If there	ny that First - Last - and moule (n applicabl		Change						
Personal Information	AXO/Cliqbook's Unused Ticket Display functionality offers travelers the ability to view information on their unused tickets from directly within									
Company Information	Cliqbook. Travelers do not have the ability to select a specific unused ticket to apply to their purchase.									
Emergency Contact	Fields marked [Required] must be completed to sa	ave your profile.		-						
Credit Cards										
Travel Settings	Your Name and Airport Security: Please make certain security, you may be turned away at the gate if the name	that the first and last names shown below are identical to on your identification does not match the name on your t	 those on the photo identification that you will be presenting at the airpoi icket. 	t. Due to increased airport						
Travel Preferences	Title First Name	Middle Name Nicknan	ne Last Name	Suffix						
International Travel	Verify first name is correct		Verify last name is correct							
Frequent-Traveler Programs Assistants/Arrangers		No Middle Name								
Assistanta/Antaigers										
Expense Settings	Company Information									
Expense Information	Employee ID									
Expense Delegates	000927067									
Expense Preferences	Travel Approver	Position/Title	Org. Unit/Division							
Expense Approvers	Beth Hitchell		D298	<u></u>						
Favorite Attenuees	Division Code	Executive Code								
Other Settings	502									
E-Receipt Activation		Save	1							
System Settings Change Password			1							
Privacy Statement	Work Address	Annie	mod Location	<u>Go to top</u>						
System E-mail Settings	Saint Louis University Please choose a company location.									
Concur Mobile Registration	Street									
-		A 🗌 🖻	ddress same as assigned location							
	City State Bravinas D	vaion Zin/Dootal Code Country								
	City State, Province, Re	United States of Ar	nerica 🔽							
	,,	.,								
		Save]							
	Home Address									
	Street									
			A							
	1		22							

Scroll down to TSA Secure Flight section. Select correct gender and fill in date of birth. International travel information should be entered if applicable. Save.

	Other Car Preferences								
	Frequent-Traveler Programs Your Frequent Traveler, Driver, and Hotel Guest Programs								
	No programs defined								
	Favorite Hotels 🖗 Hotels where you prefer to stay when visit	ng a particular city.							
Scroll down to TSA Secure	Flight section	You currently have no favorite hotels. You can specify a hotel as a favorite after a hotel stay has been completed.							
	TSA Secure Flight The Transportation Security Authorset (TSA denied transport or authorseton: TSA may notice and the privacy most assessment, Gender Date of Birth (mu C Male C Female	Make sure correct gender selection has been made and Date of Birth has been entered. Irequired us to transmit information collected from you. Providing information is voluntary, however, lifit is not provided, you may be subject to additional screening or share formation 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 ise the TSA's web site at <u>WWW.TSA.GOV</u> . Intelligyyyy DHS Redress No.							
	International Travel Fill out International Travel information if applicable.								
	Adding your passport information to your p Passport Nationality Passport Place Issued (City, State / Co	ofile will allow us to include it in your reservations. Having this information in your reservation can make international travel a little easier. Passport Number Passport Date Issued (mmiddlyyyy) Passport Expiration (mmiddlyyyy) Image: state of the							
		Save							
	Assistants and Travel Arrangers Please select the individuals within your organiz Refuse Self Assigning Assistants 🕅	Go to top ston that you would like to give permission to perform travel functions for you.							
	Your Assistants and Travel Arrangers	+ Add an Assistant	•						