

Secure Flight Passenger Data Profile Update Instructions

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

The screenshot displays the American Express Online (AXO) interface. At the top, the navigation bar includes "My Concur", "Travel", "Expense", "Profile", "Help", and "Log Out". The "Profile" tab is selected, and a dropdown menu is open, showing "Personal Information" as the first option. A red arrow points from the "Personal Information" link in the dropdown to a text box that reads: "Once logged into Cliqbook/Concur, click on the Personal Information link on the Profile tab". Below the navigation bar, there is a "Trip Search" section with fields for "Departure City" and "Arrival City", and a "Weather" section with a "Local Weather" field. The main content area contains a welcome message: "Welcome to American Express Online (AXO) Saint Louis University's exclusive online booking tool (University travel only!)". Below this, there is a section titled "Traveler Impact - New Information" with the following text: "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 rejected by the TSA effective November 1, 2010." Below this, there is a section titled "Actions Travelers Need To Take" with the following text: "Provide Secure Flight Passenger Data information: full name, gender and date of birth in your Cliqbook profile." At the bottom, there is a section titled "AXO/Cliqbook's Unused Ticket Display" with the following text: "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 univtravel@slu.edu.

AMERICAN EXPRESS ONLINE SAINT LOUIS UNIVERSITY

My Concur Travel Expense **Profile** Help Log Out

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

My Profile

Disabled fields (gray) cannot be changed. If there are any errors, please contact your travel agent. [Print](#) [Credit Cards](#)

Your Information

- Personal Information
- Company Information
- Contact Information
- Emergency Contact
- Credit Cards

Travel Settings

- Travel Preferences
- International Travel
- Frequent-Traveler Programs
- Assistants/Arrangers

Expense Settings

- Expense Information
- Bank Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Favorite Attendees

Other Settings

- E-Receipt Activation
- System Settings
- Change Password
- Privacy Statement
- System E-mail Settings
- Travel Vacation Reassignment
- Concur Mobile Registration

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.

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 |
|-------|------------------------------|-------------|----------|-----------------------------|--------|
| | Verify first name is correct | | | Verify last name is correct | |

No Middle Name

Company Information

Employee ID: 000927067

Travel Approver: Beth Hitchell Position/Title: Org. Unit/Division: D298

Division Code: S82 Executive Code: E10

Work Address [Go to top](#)

Company Name: Saint Louis University Assigned Location: Please choose a company location.

Street:

Address same as assigned location

City: State, Province, Region: Zip/Postal Code: Country: United States of America

Home Address

Street:

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 [+ Add a Program](#)

No programs defined

Favorite Hotels
Hotels where you prefer to stay when visiting a particular city.
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 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.

Gender: Male Female
Date of Birth (mm/dd/yyyy):
DHS Redress No.:

International Travel **Fill out International Travel information if applicable.**
Adding your passport information to your profile will allow us to include it in your reservations. Having this information in your reservation can make international travel a little easier.

Passport Nationality:
Passport Number:
Passport Date Issued (mm/dd/yyyy):
Passport Expiration (mm/dd/yyyy):
Passport Place Issued (City, State / Country):

Assistants and Travel Arrangers [Go to top](#)
Please select the individuals within your organization that you would like to give permission to perform travel functions for you.
 Refuse Self Assigning Assistants
Your Assistants and Travel Arrangers [+ Add an Assistant](#)