

TRAVEL INFORMATION - CONCUR – Christopherson Business Travel

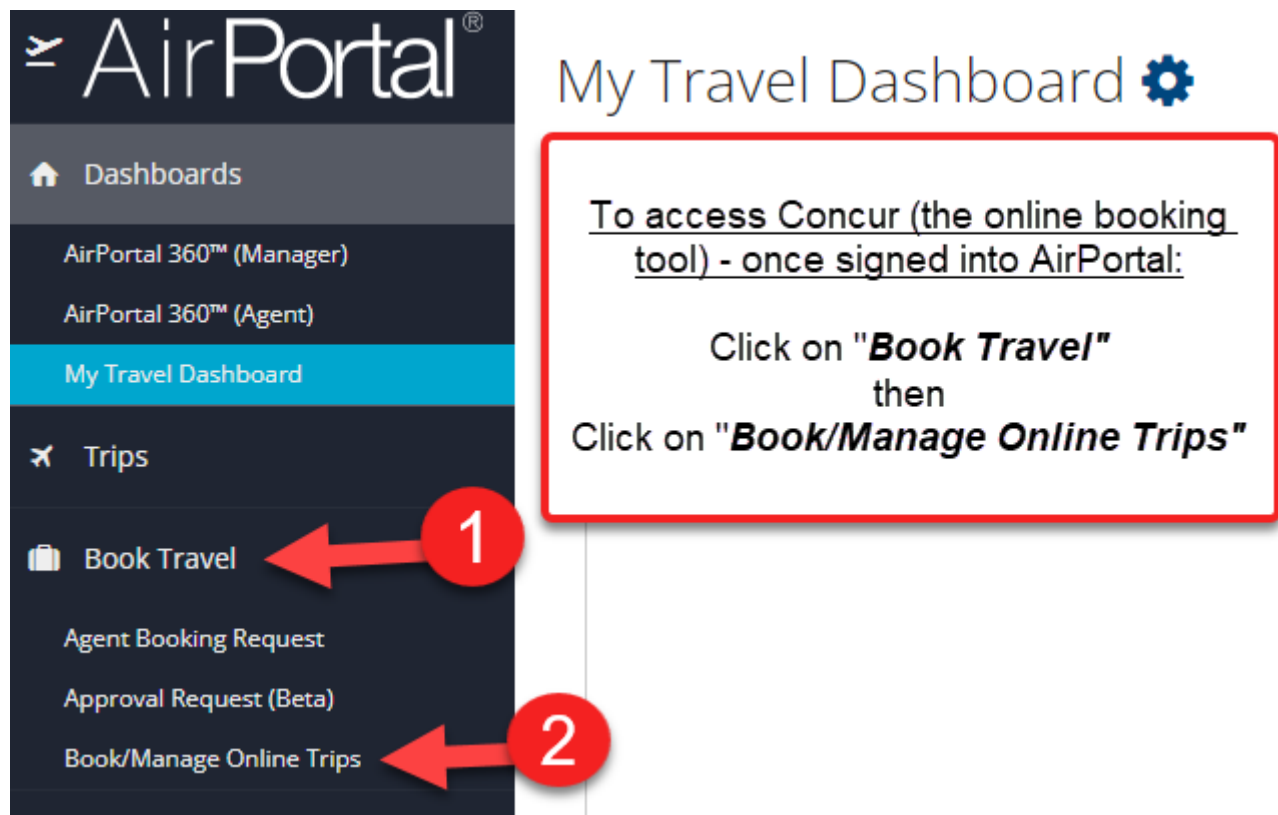
Use the following link to complete a new travel profile:

<https://legacy.cbtravel.com/business/profile/stateofla/>

Once completed, it will take approximately 24 hours for the profile to be approved and activated. Once activated, access to the system will be available.

Attached are some helpful documents for the online booking tool, Concur. You will access Concur via AirPortal.


Once in AirPortal you will click on Book Travel and then Book/Manage Online Trips.



The image shows a screenshot of the AirPortal interface. On the left is a dark navigation menu with the AirPortal logo at the top. Below the logo are sections for 'Dashboards', 'Trips', and 'Book Travel'. Under 'Dashboards', there are links for 'AirPortal 360™ (Manager)', 'AirPortal 360™ (Agent)', and 'My Travel Dashboard'. Under 'Trips', there are links for 'Book Travel', 'Agent Booking Request', 'Approval Request (Beta)', and 'Book/Manage Online Trips'. Two red arrows with circular callouts labeled '1' and '2' point to 'Book Travel' and 'Book/Manage Online Trips' respectively. To the right of the menu is a 'My Travel Dashboard' header with a gear icon. Below this header is a red-bordered box containing the following text:
To access Concur (the online booking tool) - once signed into AirPortal:

Click on "**Book Travel**"
then
Click on "**Book/Manage Online Trips**"

*Important note - When booking in Concur you need to always make sure to follow the process until you reach the "Finished" page (see below).

Finished! 

You have successfully booked your trip!

Trip Record Locator :

This trip complies with your travel policy.
Your itinerary has been saved. CB Travel (800-600-3737) will service your itinerary.
Please Note: Fares are not guaranteed until tickets are issued and are subject to change without notice.
Airfare must be ticketed by: 02/01/2023 11:00 pm Mountain

Travel Contact Information

TRIP OVERVIEW

Please note - If you ever need to cancel a reservation - you can cancel via Concur. You will log in the same way as above, go to your Trip Library or your Upcoming Trips, find your trip and to the right of the trip name it will say "Cancel Trip".

Please feel free to contact Online Support any time you have a question or concern. Online Support may be reached by calling 888-535-0179 or via email onlinesupport@cbtravel.com.

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