Overview
The Guest Traveler feature allows any Travel Arranger to perform a one-time booking for a non-profiled user, such as interviewees, consultants, travel partners, etc. The booking will be listed in the Arranger’s Cliqbook account for reporting and organization purposes.

How it Works - Booking Travel
1. To Book travel for a guest user - select the “Guest Traveler” option on the Travel Center drop down menu.

2. Choose the city pairs and dates as you normally would and click on search.

3. If you have booked travel for this guest previously, enter his/her name in the top box. If this is a new guest, please enter the information in the required fields. Then click Next.
4. Choose the flight & click on reserve. After selecting flights, a credit card prompt will appear. The options are:
   1) choose a credit card that exists in the system (from the Arranger’s Profile)
   2) identify a Temporary credit card (typically the traveler’s credit card).

5. If a hotel is also booked, Cliqbook will show another credit card prompt. The choices are:
   - Same credit card as before (air)
   - Choose a card (from Arranger’s Profile)
   - Temporary (or traveler’s) Credit Card
6. Complete TSA Secure Flight information screen. You will need to enter the traveler’s gender & date of birth.
6. Review itinerary for guest traveler and click **Next**.

**Travel Details**

**Itinerary for: BOLTON, MICHAEL**

Created on: 01/14/2008  
Trip Record Locator: L71W68  
View Fare Rules

No frequent flyer programs used on this trip  

You can add the guest traveler's frequent flyer program number by clicking here

**Comments from Agent**

********@WEST RESERVATION LINE**********

**866-823-3244 MEMBERSHIP NUMBER 113**

**IF TRAVELING INTERNATIONALLY GO TO**

HTTP://FINSEPAA02.AD.QINTRA.COM/PROCUREMENT/TRAVEL/INTERNATIONAL.HTML

Selected Ticket Delivery: E-Ticket if possible

**Newark Intl Arpt (EWR) to Ronald Reagan National Arpt (DCA)**

**Flight:** Continental Airlines  
**Flight #:** 1285  
**Economy (I):**  
**Operated by:** EXPRESSJET AIRLINES INC DBA Q0 EXPRESS

**Departs:** Newark Intl Arpt (EWR), Terminal: A  
**Departs:** Fri 05/02/2008 at 9:00 AM

**Arrives:** Ronald Reagan National Arpt (DCA) Terminal: B  
**Arrives:** Fri 05/02/2008 at 10:10 AM

**Status:** Confirmed  
**Ticketing:** E-Ticket

**Stops:** Nonstop  
**Meal:** No Meal Served

**Duration:** 1 hour, 10 minutes

**In-Flight Services:** Non-Smoking

**Airline Record Locator:** BR8MRV

**Seat #:** 01A (Confirmed)  

Change This Leg

Change Seat
7. Complete the information requested on the Trip Booking Information screen and click next to finalize the reservation. An e-mail will be sent to both the traveler and arranger, plus anyone else specified in the e-mail confirmation field. When entering multiple addresses use a comma to separate e-mail addresses.

8. Review the details of the trip. Click purchase ticket to complete the transaction.
9. The trip displayed in Upcoming Trips will indicate who the trip is for.

<table>
<thead>
<tr>
<th>Trip Name/Description</th>
<th>Locator</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>WebDirect Flight: BOS to BCN</td>
<td>VSQPSA</td>
<td>Confirmed</td>
</tr>
<tr>
<td>Trip from Newark to Washington (For Michael Bolton)</td>
<td>LT1WG6</td>
<td>Sending trip to agency</td>
</tr>
<tr>
<td>Meeting to discuss TPS reports</td>
<td></td>
<td></td>
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</tbody>
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