

Accessing Online Travel Booking Tool & How To Modify Your Traveler Profile

1. Click on link below to access Clemson University Travel Site

<http://www.clemson.edu/procurement/travel/>

PROCUREMENT

Home
Faculty / Staff
How to Buy/Pay
Travel
FAQ
Contact Us

Click here to Book

Related Links
Office of the VP for Finance and Operations
CUBS
Disbursements
Taxes

Travel

Travel - Resources for All University Travel Through May 1, 2022

- High-Risk Travel Directives and Procedures
- University High-Risk Travel Policy
- Travel Booking Process

Travel - Related Travel Guidance

- Employee Travel Policy and my.Clemson Travel Reimbursement Guidelines
- Travel Forms
- Student Travel Guidelines
- In-State Travel Checklist
- Out-of-State Travel Checklist
- International Travel Checklist
- About Travel Management Services

Travel - Archived Information

- COVID-19 Information - Archived - See Above for Latest Resources

HOME APPLY TO CLEMSON POLICY/TERMS OF USE COPYRIGHT © 2021

2. If required, enter your Clemson Log in Credentials. You should see the screen below

CLEMSON UNIVERSITY

Username
Password
Forgot password?

Login

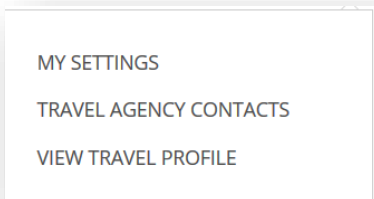
Need help? Visit the CGIT Support Center, email ITHELP@clemson.edu or call (854) 656-3494.

Password Help

3. You are now logged into **Christopherson's AirPortal**. To update your travel profile,
4. In the upper right-hand corner, click on your **name**



5. Then select **VIEW TRAVEL PROFILE**



6. **Please Note: It's important to click on SAVE once you have modified your profile.**