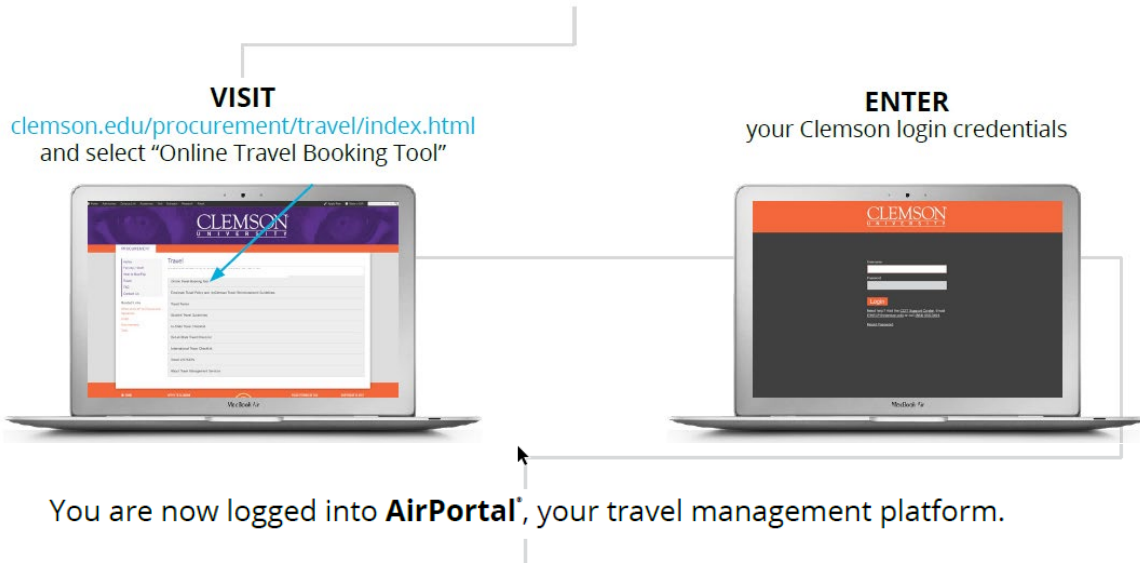


# ACCESSING TRAVEL

AND HOW TO MODIFY YOUR TRAVEL PROFILE



## UPDATE PROFILE (**MUST COMPLETE**)

Click on **Your Name** in the upper right-hand corner, select **View Travel Profile**, from the drop down under your name as you see below.

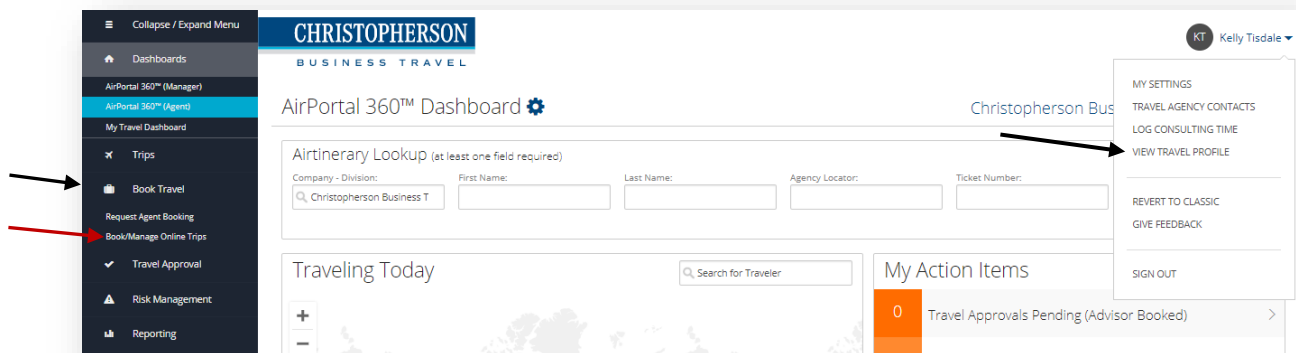
*This will direct you to an online form where you can modify your profile by scrolling and selecting areas for update.*

**\*Don't forget to SAVE your changes.**

## BOOK TRAVEL

- Select **Book Travel** from your drop down to the left.
- Select **Book/Manage Online Trips**

If you have questions on how to book a trip online or how to navigate the system, contact your online support team at 888-535-0179.



**UNIVERSITY TRAVEL TEAM**  
800-285-3603  
University.Travel@CBTravel.com

**ONLINE SUPPORT**  
8:00 a.m. to 7:00 p.m. EDT  
888-535-0179  
OnlineSupport@CBTravel.com

**ACCOUNT MANAGER**  
Kelly Tisdale  
303-694-8741  
Kelly.Tisdale@CBTravel.com