

From the home page, click on the Upcoming Trips tab

Company Notes | **Clqbook Map** | **Upcoming Trips** | Trips Awaiting Approval

**Resources:**  
[Clqbook Quick Reference Guide](#)  
[Clqbook Tips](#)  
[Clqbook Clone Trip](#)  
[Clqbook Share Trip](#)  
[Clqbook Training Video](#)

[Web Check-in](#)

**Assistance:**  
If you need online technical assistance please call 866-606-3483 or email [ettekcliqonline@tandf.com](mailto:ettekcliqonline@tandf.com) 24/7  
For assistance with changes or cancellations to air reservations made online please call 800-888-4603 24/7

Click on the trip name and select Cancel Trip

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Trip Name/Description	Locator	Status	Start Date	End Date
<a href="#">Trip from Omaha to D</a>	MV5C3B	Confirmed	08/31/2010	09/01/2010

**Trip Actions**

- View Itinerary
- E-mail Itinerary
- View Request
- Create Template
- Clone Trip
- Share Trip
- Change Trip
- Cancel Trip**

Click OK on the pop-up screen.

Request Details - Windows Internet Explorer provided by Travel and Transport, Inc.

http://www.concursolutions.com/request\_view.asp?transactionid=nb1LTttUKyYDdtrelYm1xe1WOjzoop\$558&type=1&tripID=nY8ikAzLbb5qUNtbOHQ3sL:

Request Details

Travel Request Details

Item Name:	Trip from Omaha to Dallas
Trip Description	No description
Submitted By:	William Never
Submitted on:	
Last Ticket Date	
Client Name	
Purpose of Trip	
Approval Status/Histo	
History/Notes:	

**Cancel Trip**

WARNING: You are about to withdraw your travel request. If you do this, all reservations (including flight, hotel, rental car, and rail) will be cancelled.

If you cancel a trip on the day of the planned trip and have hotel reservations that have been guaranteed for late arrival, you must call the hotel directly or risk paying a no-show charge.

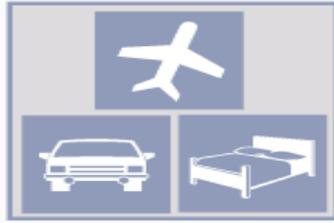
 If you have any questions, please contact your travel agent.

If you are SURE that you want to withdraw this travel request then please click OK. Otherwise, click CANCEL.

If you have any comments you would like to add, please type them below and click OK.

You will receive a trip cancelled successfully notice.

**Your trip has been successfully cancelled.**



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