



**Memo To:** Divisional Business Representatives  
*(Please forward this information your Travelers and Travel Arrangers)*

**From:** Yvonne Quamme

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**Subject:** Using Cliqbook to Book Airfare Online

If you are a traveler making your own travel arrangements, or a travel coordinator booking travel on behalf of others and you are considering booking online airfare through a vendor other than Cliqbook, then this memo is for you!

Many travelers and travel arrangers are already taking advantage of the new system and experiencing the many benefits Cliqbook has to offer. Although you may occasionally find a less expensive airfare on another site, please consider the following before booking that flight elsewhere:

- Do you receive 24 hour traveler assistance by phone?
- Is UW Systems earning personal frequent flyer points for the trip, in addition to those that are earned by you or your traveler?
- Can a travel assistant book airfare on your behalf and receive a copy of your itinerary each time a trip is booked, regardless of who books it?
- Are the “In Policy” and “Out of Policy” fares color coded in the system for your convenience?
- Are the state car rental rates built into the system?
- Is there an electronic fare auditor that searches for lower fares and rebooks the ticket on your behalf if it becomes available at a lower price?
- Can you cancel a nonrefundable ticket before 5:00 p.m. the next day without penalty?
- What additional behind the scenes fees will you incur once you actually select the flight and book it? In the end, the fare is often times more expensive than what can be purchased in Cliqbook.

All of the above advantages are offered in the Cliqbook system and our campus travelers need to take full advantage of them. Booking a ticket for what may appear to be a little less initially may actually be more costly to the University in the end. The [Cliqbook website](#) contains easy to follow New User instructions. Set up your profile and print off your Quick Reference Guide before booking your future airlines reservations online.

If you have questions, please feel free to contact me for assistance.

Yvonne Quamme  
[yquamme@bussvc.wisc.edu](mailto:yquamme@bussvc.wisc.edu)