

BOOKING WITH CHRISTOPHERSON BUSINESS TRAVEL

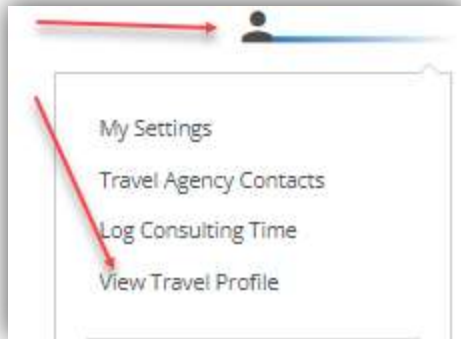
VERY IMPORTANT!!

CHECK YOUR PROFILE TO ENSURE YOU ARE LISTED IN THE CORRECT AGENCY

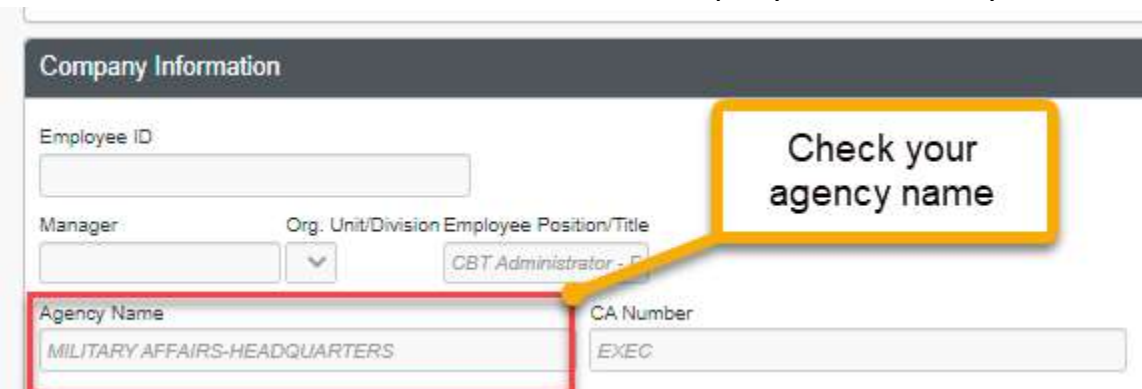
Go to cbtravel.com and click on Air Portal Login

Login to Air Portal using your state authorized email address and your password.

On the upper right-hand side in Air Portal click on your name then **View Travel Profile**



Under Company Information you will find your Agency



Company Information	
Employee ID	<input type="text"/>
Manager	<input type="text"/>
Org. Unit/Division	<input type="text"/>
Employee Position/Title	<input type="text" value="CBT Administrator - P"/>
Agency Name	<input type="text" value="MILITARY AFFAIRS-HEADQUARTERS"/>
CA Number	<input type="text" value="EXEC"/>

IF THIS INFORMATION IS NOT CORRECT IT WILL DELAY YOUR TICKET PROCESS AND POSSIBLY CAUSE THE TICKET PRICE TO INCREASE.

REACH OUT TO ONLINESUPPORT@CBTRAVEL.COM TO UPDATE WITH THE CORRECT AGENCY NAME.