



BUSINESS RELATED TRAVEL (AIR/HOTEL/CAR RENTAL)

<https://portal.bcdtravel.com/cognizant>

Cognizant's preferred supplier for domestic and international travel is **BCD Travel**. BCD provides associates with access to both an online booking tool and a telephone reservation system. The online booking tool (a.k.a., "Cliqbook") should be used for all simple one way or round trip business related air reservations; as well as all Hotel and Car Rental reservations. Should you have a more complicated itinerary, you may contact the telephone reservation agents for assistance.

The BCD site and their agents can provide you access to all our negotiated corporate airline, hotel and car rental rates.

CLIQBOOK - FIRST TIME ACCESS:

When accessing the online booking tool for the first time, please *use your 6-digit associate ID number* as your User ID; the initial password is *Cognizant1*. Please note it will take at least 24 hours from the time you receive your associate ID for your access to be enabled on the site.

When registering, please review the terms and conditions, and at the bottom of the page, click on "I accept" and then "Submit." This will then bring you into the travel portal where you will see a tab that says "My Profile."

You will need to complete your profile PRIOR TO BOOKING TRAVEL with at least the minimum information outlined below:

- **First, Middle and Last Name and date of birth (Required by TSA)**
- **Frequent Flyer/Hotel/Car Rental information**
- **Phone Number(s)**
- **Credit Card Number(s)**
- **Work Address**

Please note there is a \$7 charge for all Cliqbook reservations. You will need to expense this as a separate line item in ESA.

TELEPHONE/EMAIL RESERVATIONS:

Reservations can also be made by phone by calling **1-866-758-3067** or email at cognizant@bcdtravel.com. The team of 7 agents is dedicated to Cognizant, and we hold BCD to a strict service level agreement. For simple round trips, please use Cliqbook as the transaction fee is lower. For more complicated, multi stop trips, or if you have any difficulty with the Cliqbook tool, please call the toll free number above.

Please note there is a \$30 charge for all telephone/email reservations. You will need to expense this as a separate line item in ESA. Although the transaction fee may be higher, the agent may be able to offer alternatives to lower the ticket price.

NEW ASSOCIATES:

If you are requested to travel for Cognizant official business prior to receipt of your associate ID, you may contact BCD travel via phone to reserve your air, car and hotel. Please note the telephone agents will not be able to set up a profile for you – you will still need to do this online. Any reservations made via the phone agents prior to setting up your profile will **not** be available once you register for the Cliqbook site. Once registered, all reservations will be available online.

The most important reason we need all air, car and hotel bookings to go through BCD is our associates safety and security. In case of emergency, it is important that we can locate our associates and usher them to safety. Should you have any travel related problems, or questions, please feel free to contact our travel manager Kathleen Kaden at Kathleen.Kaden@Cognizant.com.