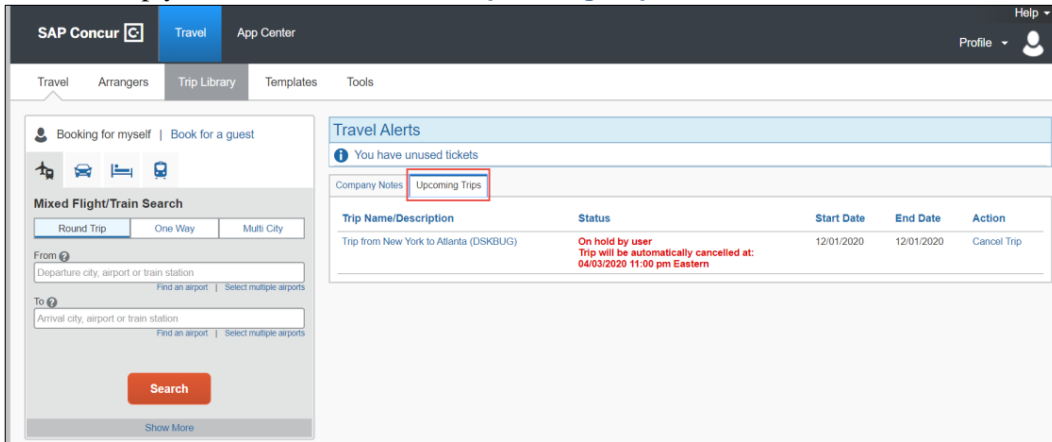


**Cloning a Trip** in Concur Travel starts a booking process with the identical parameters of an existing itinerary. You can then modify those parameters as needed. You can clone an itinerary for yourself or on behalf of anyone that has selected you as a Travel Delegate in their Concur Profile. Those that have the role as Travel Arranger can Clone Trips for Guests.

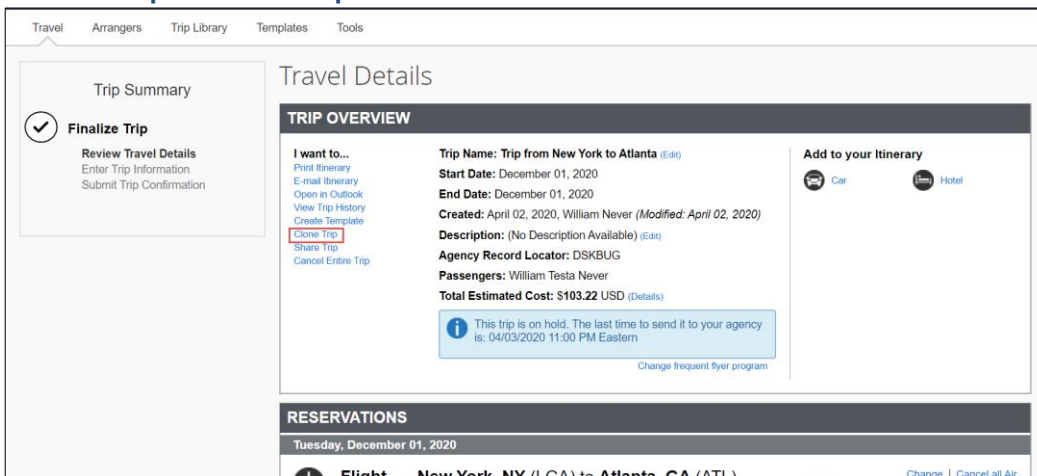
**Sharing a Trip** in Concur Travel sends an email to the Invitee and adds a travel alert to the Invitee's Travel home page. The Invitee can then book a trip, starting with the same parameters as the shared trip and modify as needed. You can Share a Trip with any Concur Traveler at the University, regardless of role.

## Cloning a Trip

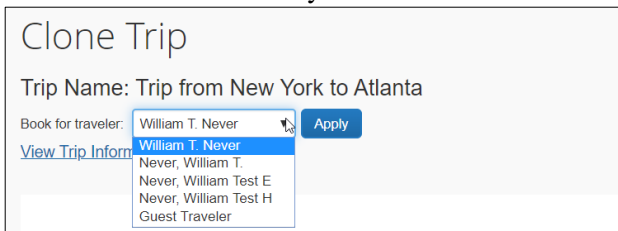
1. View the trip you want clone under the **Upcoming Trips** tab.



2. Click the **Trip Name/Description** to view the Travel Details.



3. Click **Clone Trip** from the **I want to** list. The Clone Trip screen appears.
4. Select from **Book for traveler** dropdown. The list consists of those travelers that have made you a Travel Delegate in their Concur Profile. If you have the role of a Travel Arranger, you see the option for Guest Traveler.



5. Select to **Search for these specific flights** to search for that exact flight indicate below.

Or, **I would like to do a general search** based on the Trip destination with different flight options.

In our example, we will select to **Search for these specific flights** so that we can book the same flight for our traveler.

6. Click **Next**. The dropdown option appears to select fare class. Select if desired.

7. Click **Next**. The matching search result appear.

All	Delta	American Airlines	United	Multiple	Linear Air
147 results	Preferred				
Nonstop 7 results	5 results	1 results	1 results	—	—
1 stop 78 results	39 results	13 results	19 results	7 results	—
2 stops 62 results	12 results	36 results	13 results	—	1 results

**Selected Fare**

American Airlines<sup>1</sup> 09:40a LGA → 12:07p ATL Nonstop 2h 27m Remove ✕ \$71.10 View Fares

<sup>1</sup> American Airlines 4484 operated by REPUBLIC AIRWAYS AS AMERICAN EAGLE

Least Cost Logical Fare Show all details ▾

Shop by Fares | Shop by Schedule

Available Flights Tue, Dec 1 09:00 A ± hours

Flight Number Search: [ ] Sorted By: [ ] Stops: [ ]

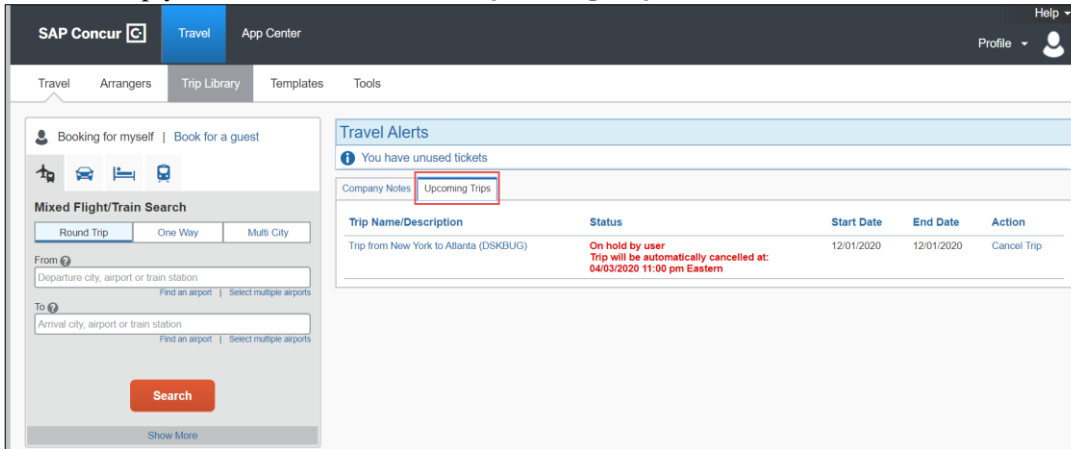
Displaying: 146 out of 147 results.

8. Make your selection, reserve and purchase tickets as you would normally.

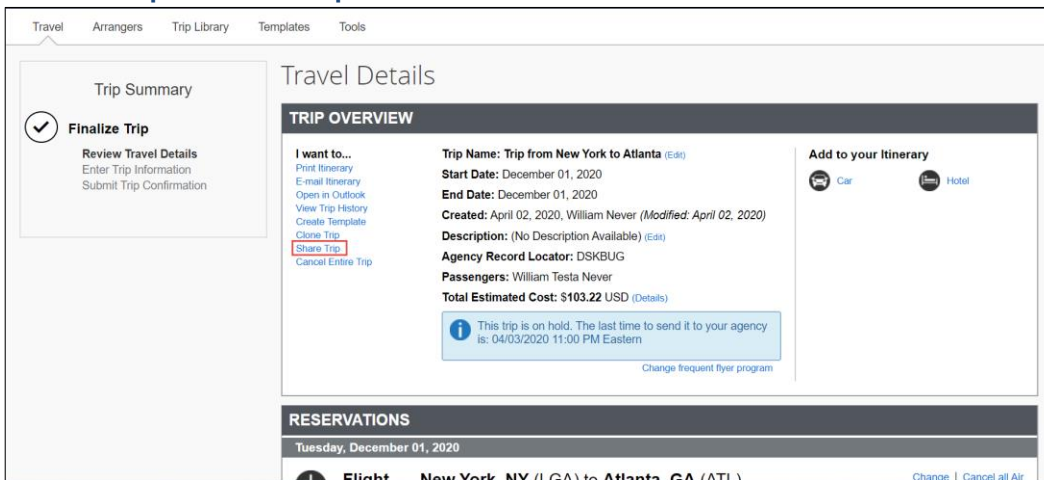
**Note:** You are acting as the Traveler you selected when beginning to Clone the Trip.

## Sharing a Trip

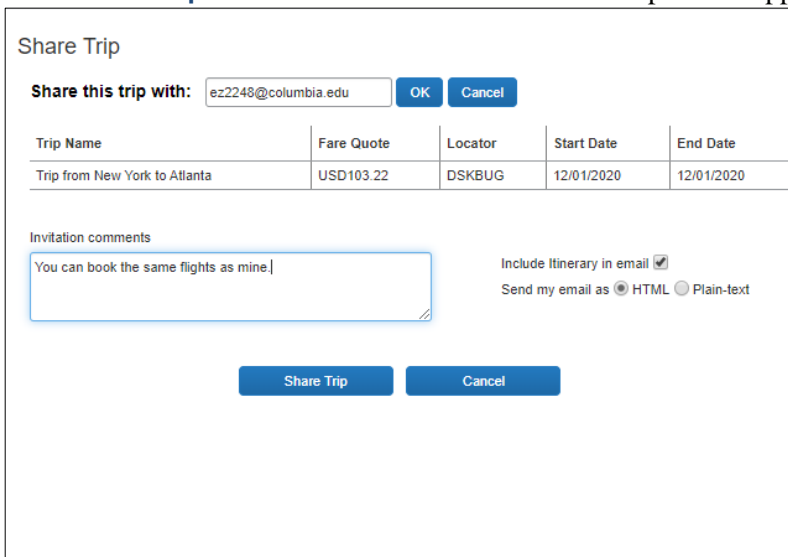
1. View the trip you want Share under the **Upcoming Trips** tab.



2. Click the **Trip Name/Description** to view the Travel Details.



3. Click **Share Trip** from the **I want to** list. The Share Trip screen appears.



4. Enter the email address of the Concur Traveler for whom you want to **Share this Trip with**.
5. Type any optional Invitation comments and click **Share Trip**.

## Getting Help

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>

Or, you can contact the Service Center by phone: (212) 854-2122