**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.

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 to 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