

# Clone or Share a Trip

- 1) Create trip as usual
- 2) Locate the trip in your trip library and click on the trip

CONCUR Requests Travel Expense Approvals App Center Help

Profile

Travel Trip Library Templates Tools

## Trip Library

Search value:  Dates To Use:  Booking Dates  Travel Dates Date Range: 07/21/2014 01/21/2015  Include withdrawn trips

Trip Name/Description	Status	Date Booked	Start Date	End Date	Action
Trip from College Station to Dallas (V67GXC)	Ticketed	01/21/2015	05/26/2015	05/27/2015	Cancel Trip

Manage your trip details in one place.

- 3) Select Clone Trip

CONCUR Requests Travel Expense Approvals App Center Help

Profile

Travel Trip Library Templates Tools

### Trip Summary

**Finalize Trip**  
Review Travel Details  
Enter Trip Information  
Submit Trip Confirmation

### Trip Overview

**I want to...**  
[Print Itinerary](#)  
[E-mail Itinerary](#)  
[Open in Outlook](#)  
[View Trip History](#)  
[Create Template](#)  
[Clone Trip](#)  
[Share Trip](#)  
[Cancel Entire Trip](#)

**Trip Name:** Trip from College Station to Dallas [\(Edit\)](#)  
**Start Date:** May 26, 2015  
**End Date:** May 27, 2015  
**Created:** Jan 21, 2015, William Never *(Modified: Jan 21, 2015)*  
**Description:** (No Description Available) [\(Edit\)](#)  
**Agency Record Locator:** V67GXC  
**Passengers:** William Kim Never  
**Total Estimated Cost:** \$168.20 USD [\(Details\)](#)

**Add to your Itinerary**  
 [Car](#) [Hotel](#)

Booked outside Concur? Enter your trip manually, connect with TripIt, or send your itinerary to plans@concur.com.

- 4) Select either "Guest Traveler" or another traveler you are an arranger for in the drop down.
- 5) Select funding source
- 6) Select "Search for these specific flights"
- 7) Click Next

CONCUR | Requests | **Travel** | Expense | Approvals | App Center | Help

Profile | [User Icon]

Travel | Trip Library | **Templates** | Tools

### Run Template for:

4 → Guest Traveler

5 → Selection of Funding Source: Local

6 → Search for these specific flights

Search for these specific flights  I would like to do a general search  Refundable only air fares

Depart Date: 05/26/2015

**Easterwood Field (CLL) to Dallas Ft Worth Intl (DFW)**

American Airlines American Airlines (AA) Flight Number 2922 Depart After 5:15 AM (Economy)

Depart Date: 05/27/2015

**Dallas Ft Worth Intl (DFW) to Easterwood Field (CLL)**

American Airlines American Airlines (AA) Flight Number 3436 Depart After 12:00 PM (Economy)

Enter your dates of travel, and we will create a trip using these air, car and hotel options.

Next Cancel

- 8) The trip to be cloned will show in a grey highlighted box with addition flight search option beneath it.
- 9) To reserve the flight, follow the same booking steps as usual.

### Trip Summary

**Select Flights**  
 Round Trip  
 CLL - DFW  
 Outbound: Tue, 05/26/2015  
 Return: Wed, 05/27/2015

**Finalize Trip**

All *Business Select* and *Anytime* (fully refundable) **Southwest** airfare tickets that are purchased through Concur or Shorts Travel Agency will be discounted 7% from the base fares of the flights shown below. Any of the "Wanna Get Away" **Southwest** airfare tickets that are purchased 0-7 days prior to departure that are purchased through Concur or Shorts Travel Agency will be discounted 5% from the base fares of the flights shown below. The discount is included in the fares shown below. All flight prices listed below include all taxes and fees.

All **United** fares that are purchased through Concur or Shorts Travel Agency will be discounted 2%. The discount is included in the fares shown below. For itineraries that include United and additional airlines, the United portions will have to be issued on a separate ticket in order to utilize the contract discounts. The second ticket will incur a second travel agent booking fee.

## College Station To Dallas Tue, May 26 - Wed, May 27

[Print / Email](#)  
[Hide matrix](#)

**Total Estimated Cost**

Air USD 168.20  
 Total USD 168.20

**Change Flight Search**

**Outbound - Tue, May 26**

Depart 05:15 AM - 11:35 AM  
 Arrive 06:10 AM - 07:23 PM

**Display Settings**

Hide Propeller Planes

**Airport Filters**

**Departure**  
 CLL - College Station, TX

**Arrival**  
 DFW - Dallas, TX  
 DAL - Dallas, TX

**Connecting Airport Filters**

	United	American Airlines	US Airways	Multiple Carriers
All 54 results	◆◆◆	◆		
Nonstop 4 results	--	2 results	2 results	--
1 stop 26 results	10 results	--	--	16 results
2 stops 24 results	--	--	--	24 results

[Baggage Fee Policies](#) [Show fare display legend](#)

**Compare List**

Price	Carrier	Depart	Arrive	Stops	Duration
<b>Starting From: \$168.20</b>	American Airlines	CLL 05:15 am → DFW 06:10 am		0	55m
<b>Fares</b>		DFW 12:00 pm → CLL 12:55 pm		0	55m

[Remove](#) [More like this](#) [Show fares](#)

Shop by Fares | Shop by Schedule | Sorted By: Stops

We could do a deeper search to find additional flights, including sold out flights. [Load detailed schedule data.](#)

Outbound | Return

**College Station - Tue, May 26**  
 Displaying: 50 out of 54 results.

Carrier	Depart	Arrive	Stops	Class	SeatMap
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- 10) Click Fares or Show Fares to display the cloned flight
- 11) Click Select if this is the flight option for this traveler

**Compare List**

Price	Carrier	Depart	Arrive	Stops	Duration	
<b>Starting From:</b> <b>\$168.20</b>	American Airlines	CLL	05:15 am → DFW	06:10 am	0	55m
		DFW	12:00 pm → CLL	12:55 pm	0	55m

Remove More like this  Hide fares

**Outbound flight:** College Station, TX (CLL) - Dallas, TX (DFW) Tue, May 26

American Airlines #2922	<b>Easterwood Field (CLL)</b> Depart: Tuesday, 05:15 am Stops: 0 Duration: 55m Economy: Q Embraer RJ145	<b>Dallas Ft Worth Intl (DFW)</b> Arrive: Tuesday, 06:10 am
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**Return flight:** Dallas, TX (DFW) - College Station, TX (CLL) Wed, May 27

American Airlines #3436	<b>Dallas Ft Worth Intl (DFW)</b> Depart: Wednesday, 12:00 pm Stops: 0 Duration: 55m Economy: Q Embraer RJ145	<b>Easterwood Field (CLL)</b> Arrive: Wednesday, 12:55 pm
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Economy (Q)	Economy (L)
<b>\$168.20</b> <input checked="" type="radio"/>	(Refundable) <b>\$432.20</b> <input type="radio"/>

American Airlines - (Apollo)  
[Fare Rules](#)  
**Ticket non-refundable - penalties may apply**  
 Change fee: 200 USD

[View more fares](#)

**Select**   
[Hide fares](#)

12) Review and reserve flight details

13) Enter guest traveler information

- a. If you chose a traveler you are an arranger for you will skip this step

**Trip Summary**

**Flights Selected**  
 Round Trip  
 CLL - DFW  
 Outbound: Tue, 05/26/2015  
 Return: Wed, 05/27/2015

**Finalize Trip**

## Review and Reserve Flight

### REVIEW FLIGHTS

Outbound flight: College Station, TX (CLL) - Dallas, TX (DFW) Tue, May 26

American Airlines #2922	<b>Easterwood Field (CLL)</b> Depart: <b>Tuesday, 05:15 am</b> Stops: 0 Duration: 55m Economy: Q Embraer RJ145	<b>Dallas Ft Worth Intl (DFW)</b> Arrive: <b>Tuesday, 06:10 am</b>
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Return flight: Dallas, TX (DFW) - College Station, TX (CLL) Wed, May 27

American Airlines #3436	<b>Dallas Ft Worth Intl (DFW)</b> Depart: <b>Wednesday, 12:00 pm</b> Stops: 0 Duration: 55m Economy: Q Embraer RJ145	<b>Easterwood Field (CLL)</b> Arrive: <b>Wednesday, 12:55 pm</b>
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### ENTER TRAVELER INFORMATION

Enter the name of the guest traveler you're booking the trip for. The guest's trip will be subjected to the "Guest Class" policy, or in its absence, the policy which applies to you. Once the trip is booked, it will show up on your Travel home page and be assigned to your account. When you view the itinerary, you will see the traveler's name on the itinerary.

**Please make certain that the first and last names shown below are identical to those on the photo identification that the guest traveler will be presenting at the airport.** Due to increased airport security, the guest may be turned away at the gate if the name on their identification does not match the name on their ticket.

**GUEST TRAVELER**

Manual Entry  Look up a previous guest by name:

Legal First Name: Bill Middle Name (on ID): Z No Middle Name:  Legal Last Name: Never

Gender: Male Date Of Birth: 01/21/2015

Known Traveler Number:  DHS Redress No.:

Phone: 123456789 Cell Phone:  Email: email@no-email.com

14) Select seat assignment

## SEAT ASSIGNMENT

Make your trip more enjoyable by selecting your seats now. Otherwise, Concur will request them for you.

Select Seats

## REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$130.24	\$37.96	\$168.20
<b>Total Estimated Cost : \$168.20 USD</b>			
<b>Total Due Now: \$168.20 USD</b>			

15) Select a method of payment

- a. If cloning the trip for an employee's personal guest, please ensure a personal form of payment is used.

## SELECT A METHOD OF PAYMENT

How would you like to pay?

Choose a credit card

When booking state contracted airfare, please ensure you select a state-issued Citibank Mastercard as your payment method or the charge will be declined.

William Never (...1111)  Edit | Add credit card

Use a temporary card (entered below)

Temporary credit card:  Credit Card Number:  month / year: 8 / 2017

\* Indicates credit card is a company card

16) Accept fare rules and restrictions. Click Reserve Flight and Continue

## ACCEPT FARE RULES AND RESTRICTIONS

### This is a Non-Refundable Ticket

Customers holding NON-REFUNDABLE type tickets may USUALLY cancel their journey, and reuse these tickets to any destination in the carrier's system, within one year following the DATE OF ISSUE (READ THE FARE RULES to be certain this applies). Reservations MUST be cancelled by the intended (original) departure day, or tickets will be void and have NO value for future use. These rules apply to DOMESTIC ticketing only.

Please review the rules and restrictions listed below.  
When you purchase your ticket, you agree to these rules and restrictions.

**Please note that the most restrictive set of rules below applies to your entire itinerary.**

Click Fare to view Rules [College Station - Dallas] [Dallas - College Station]



By completing this booking, you agree to the fare rules and restrictions and hazardous goods policy.

[Back](#) [Reserve Flight and Continue](#)



You may also share the trip, with any other employee loaded into the system. Follow the steps above, except click "Share Trip." On the next screen search for who to share with, then click share.

The screenshot shows the Concur web application interface. The top navigation bar includes 'CONCUR', 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. The 'Travel' tab is active. Below the navigation bar, there are tabs for 'Travel', 'Trip Library', 'Templates', and 'Tools'. The main content area is divided into two sections: 'Trip Summary' and 'Trip Overview'. The 'Trip Summary' section has a 'Finalize Trip' button and a 'Review Travel Details' section. The 'Trip Overview' section contains trip details and a list of actions. A red arrow points to the 'Share Trip' link in the 'I want to...' section.

Trip Overview	
<b>I want to...</b> <a href="#">Print Itinerary</a> <a href="#">Email Itinerary</a> <a href="#">Open in Outlook</a> <a href="#">View Trip History</a> <a href="#">Create Template</a> <a href="#">Clone Trip</a> <a href="#">Share Trip</a> <a href="#">Cancel Entire Trip</a>	<b>Trip Name:</b> Trip from College Station to Dallas <a href="#">(Edit)</a> <b>Start Date:</b> May 26, 2015 <b>End Date:</b> May 27, 2015 <b>Created:</b> Jan 21, 2015, William Never (Modified: Jan 21, 2015) <b>Description:</b> (No Description Available) <a href="#">(Edit)</a> <b>Agency Record Locator:</b> V67GXC <b>Passengers:</b> William Kim Never <b>Total Estimated Cost:</b> \$168.20 USD <a href="#">(Details)</a>
<b>Add to your Itinerary</b> <a href="#">Car</a> <a href="#">Hotel</a>	<b>Booked outside Concur?</b> Enter your trip <a href="#">manually</a> , connect with <a href="#">TripIt</a> , or send your itinerary to <a href="mailto:plans@concur.com">plans@concur.com</a> .

# Share Trip

Share this trip with:

William Never

Search



Trip Name	Fare Quote	Locator	Start Date	End Date
Trip from College Station to Dallas	USD168.20	V67GXC	05/26/2015	05/27/2015

Invitation comments

Include Itinerary in email

Send my email as  HTML  Plain-text

Share Trip

Cancel

The person you chose to share the trip will receive an email as well as see it on their travel page in Concur. They have the option to view the trip or book a copy.

The screenshot shows the Concur user interface. At the top, there is a navigation bar with tabs for Home, Requests, Travel, Expense, Approvals, Reporting, and App Center. Below the navigation bar, the user's name "Hello, KIMBERLY" is displayed next to a university logo. To the right, there are several summary cards: "+ New", "00 Required Approvals", "06 Authorization Requests", "00 Available Expenses", "07 Open Reports", and "01 Cash Advances". Below this, there are two main sections: "TRIP SEARCH" and "ALERTS". The "TRIP SEARCH" section has a dropdown menu for "Selection of Funding Source". The "ALERTS" section displays a notification: "Trip Invitation - William Never invites you to share a trip template" with the details "William Never: Trip from College Station to Dallas". Below the alert, there are three buttons: "View Trip", "Book a Copy", and "Hide". A red arrow points to the "Book a Copy" button.

If they select "book a copy" it takes them into the same booking process as the cloned trip above.