Clone or Share a Trip

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

3) Select Clone Trip

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
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.
10) Click Fares or Show Fares to display the cloned flight
11) Click Select if this is the flight option for this traveler
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
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**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fare</th>
<th>Taxes and Fees</th>
<th>Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>$130.24</td>
<td>$37.96</td>
<td>$168.20</td>
</tr>
</tbody>
</table>

Total Estimated Cost: $168.20 USD
Total Due Now: $168.20 USD

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
- [ ] Use a temporary card (entered below)

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

[Card Details]
16) Accept fare rules and restrictions. Click 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 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.

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