

Cloning A Trip



Online Help Desk: 800-221-4730 or
onlinehelp@worldtravelinc.com

CLONING A TRIP

Cloning a Trip allows you to make a “copy” of reservation for multiple people traveling together

****NOTE**** You can only Clone a trip for someone that:

- 1) Has added you as their Travel Arranger
- 2) You have Self-Assigning Assistant access*

In this example you have already made the reservation for Travel #1

- Under “**Upcoming Trips**”, choose the trip you want to **Clone**

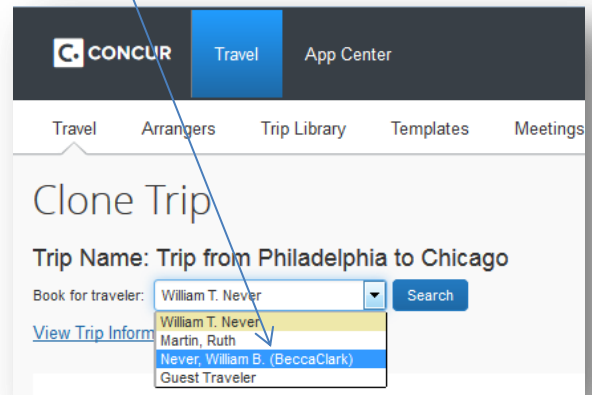
Company Notes		Upcoming Trips	Trips Awaiting Approval
Trip Name/Description			Status
<div style="border: 2px solid red; padding: 2px;"> Trip from Philadelphia to Chicago (XDPRN4) June 2017 - Monthly visit to Chicago Office </div>			Confirmed

- On the next screen, under “**I want to...**”, choose “**Clone Trip**”

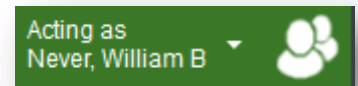
I want to...

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

- Choose the name of the person you want to Clone the trip for. (The people listed in the dropdown have added me as their travel arranger in their profiles)



****PLEASE NOTE**** When you’re Cloning a trip for another traveler the system will remind you that you are now acting as them. This **green bar** appears on the right hand side of the screen while you are cloning the trip



CLONING A TRIP (cont'd)

- Name of traveler you are Cloning the trip for

Book for traveler:

Depart Date:

Search for this car

Pick Up: Return:

PLEASE NOTE: If all travelers are sharing a car (i.e. traveler #1 already has a car reservation) uncheck the "Search for this car".

Search for this hotel

Checking In: Checking Out:

Depart Date:

Philadelphia Intl Arpt (PHL) to O'Hare Intl Arpt (ORD)
American Airlines (AA) Flight Number 647 Depart After 9:36 AM (Economy)

Car Rental at Chicago, IL, United States of America (ORD)
Renting from: National
Pick Up: 10:38 AM
Pick-up at: O'Hare Intl Arpt (ORD)
Return: 7:03 AM
Returning to: O'Hare Intl Arpt (ORD)
Car Type: Compact Car, Automatic transmission Air conditioning

Hotel at Chicago, IL, United States of America (CHI)

Extended Stay
Extended Stay America-O'Hare South
Property Code 97870 Rate Code A07AXC Rate Amount 104.99

O'Hare Intl Arpt (ORD) to Philadelphia Intl Arpt (PHL)
American Airlines (AA) Flight Number 605 Depart After 7:03 AM (Economy)

Click "Next"

Concur will now walk you through the reservation process.

****NOTE**** Once you're done Cloning the trip, you need to make sure you are back in your own profile. Remember, you're "Acting as the current traveler" (see bottom of previous page). Go to your main screen and click "Done Acting For Others"

Remember: You can only Clone a trip for someone that:

- 1) Has added you as their Travel Arranger
- 2) You have Self-Assigning Assistant access*
- 3) You can only Clone a trip one at a time (Concur works off of individual profiles)

*Self-Assigning Assistant allows you to book for anyone within your organization. If you feel you need this access please contact your organization's Travel Manager/Administrator

Acting as Never, William B.

Currently acting as **Never, William B**
[Profile Settings](#) | [Sign Out](#)

Acting as other user

Act on behalf of another user
 Book travel for any user (Self-assign)

Choose a user

- Questions or Comments, call our Online Help Desk at 800-221-4730 or onlinehelp@worldtravelinc.com