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

<table>
<thead>
<tr>
<th>Trip Name/Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trip from Philadelphia to Chicago (XIDPR14)</td>
<td>Confirmed</td>
</tr>
</tbody>
</table>

- On the next screen, under “I want to…”, choose “Clone 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.
• Name of traveler you are Cloning the trip for

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

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

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

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