

## Concur Cloning a Trip Guide

If you need to book the same trip for multiple travelers Concur offers you a feature that allows you to clone your original booking for additional travelers.

Book the requested air, car and hotel for your first traveler as you normally would. After the booking has been completed, return to the **Travel** page and click the **Trip Name** to access the trip.

Trip Name/Description	Status	Start Date	End Date	Action
Trip from Dallas to Atlanta (7RQ5Q2)	Confirmed	07/09/2018	07/11/2018	Cancel Trip

After accessing the existing reservation, you will find a **Clone Trip** link on the **Travel Details** page.

### Travel Details

#### 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 Dallas to Atlanta [\(Edit\)](#)

**Start Date:** July 09, 2018

**End Date:** July 11, 2018

**Created:** May 10, 2018, William Never *(Modified: May 10, 2018)*

**Description:** (No Description Available) [\(Edit\)](#)

**Travel Type:** Executive Travel

**Agency Record Locator:** 7RQ5Q2





**Passengers:** William J Never

**Total Estimated Cost:** \$768.70 USD [\(Details\)](#)

**i** Airfare must be ticketed by: 05/12/2018 4:30 AM Greenwich Mean Time

Activate [TripIt](#) to see your plans and stay one step ahead while traveling.

**Add to your Itinerary**

-  [Car](#)
-  [Hotel](#)
-  [Parking](#)
-  [Wi-Fi](#)

**Booked outside Concur?** Enter your trip [manually](#), connect with [TripIt](#), or send your itinerary to [plans@concur.com](mailto:plans@concur.com).

On the **Clone Trip** page, select the name of the traveler you would like to clone the existing trip for. If the traveler name does not appear in the drop down list, you can click **Search** to find the profiled traveler. If you have the **Guest Traveler** permission, you can also clone the trip for a non-profiled traveler. Once you have selected your user click **OK** to begin booking for that user.

**\*Before beginning your booking verify that all required fields are completed in the user profile.**

### Clone Trip

**Trip Name:** Trip from Dallas to Atlanta

Book for traveler:

[View Trip Information](#)

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Once you have selected your new traveler, you can select which portions of the trip you would like to book for this traveler. If there is a portion of the trip you do not need to book for the new traveler just uncheck the corresponding box. Once you have selected the appropriate segments, click **Next** to continue.

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

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Search for this flight  
 Depart Date:

Dallas/Fort Worth Intl Airport, Dallas, TX, United States of America (DFW) to Atlanta Hartsfield-Jackson Intl Airport, Atlanta, GA, United States of America (ATL)  
 Delta (DL) Flight Number 1340 Depart After 8:15 AM (Economy)

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Search for this car  
 Pick Up:  Return:

Car Rental at Atlanta, GA, United States of America (ATL)  
 Renting from: National  
 Pick Up: 11:24 AM  
 Pick-up at: Atlanta Hartsfield-Jackson Intl Airport, Atlanta, GA, United States of America (ATL)  
 Return: 12:35 PM  
 Returning to: Atlanta Hartsfield-Jackson Intl Airport, Atlanta, GA, United States of America (ATL)  
 Car Type: Economy Car, Automatic transmission Air conditioning

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Search for this hotel  
 Checking In:  Checking Out:

Hotel at Atlanta, GA, United States of America (ATL)  
 1899 Sullivan Rd, College Park, Georgia, US, 30337  
 Hyatt Hyatt Place Atlanta Arpt South  
 Property Code: HYATLZS Rate Code: DBLAAAD Rate Amount: 143.00

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Search for this flight  
 Depart Date:

Atlanta Hartsfield-Jackson Intl Airport, Atlanta, GA, United States of America (ATL) to Dallas/Fort Worth Intl Airport, Dallas, TX, United States of America (DFW)  
 Delta (DL) Flight Number 1171 Depart After 12:35 PM (Economy)

Concur will apply travel policy to the traveler selected so that the cloned booking complies with the correct company travel rules. The flight that you are attempting to clone will appear at the top of the search results. Click on the fare you would like to book to continue. If the flight is out of policy, you will need to supply the out-of-policy reason.

On the **Review and Reserve Flight** page, confirm the **Method of Payment** (pulled from the traveler's profile) then, **Reserve Flight and Continue**.

**Selected Fare**

	08:15a DFW → 11:24a ATL Nonstop 2h 09m	Remove ✕	\$345.92
	12:35p ATL → 01:53p DFW Nonstop 2h 18m	⚠	<input type="button" value="Hide Fares"/>

Preferred Airline for University of Central Florida Hide all details ▾

**DEPART** ✕ Mon, Jul 9 – Dallas, TX to Atlanta, GA Flight details ▾

**DEPART** ✕ Wed, Jul 11 – Atlanta, GA to Dallas, TX Flight details ▾

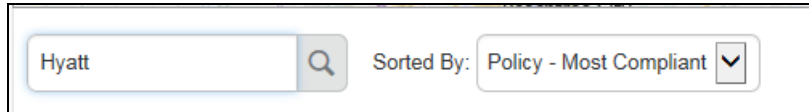
Fare Options	Free Checked Bags	Refundable	
Economy (U) <a href="#">Rules / Fare Details</a>	<a href="#">Visit Delta</a>	No	⚠ <input type="button" value="\$345.92"/>
Economy (Q) <a href="#">Rules / Fare Details</a>	<a href="#">Visit Delta</a>	Yes Fees may apply	⚠ <input type="button" value="\$655.00"/>

[View more fares](#)

Worldspan

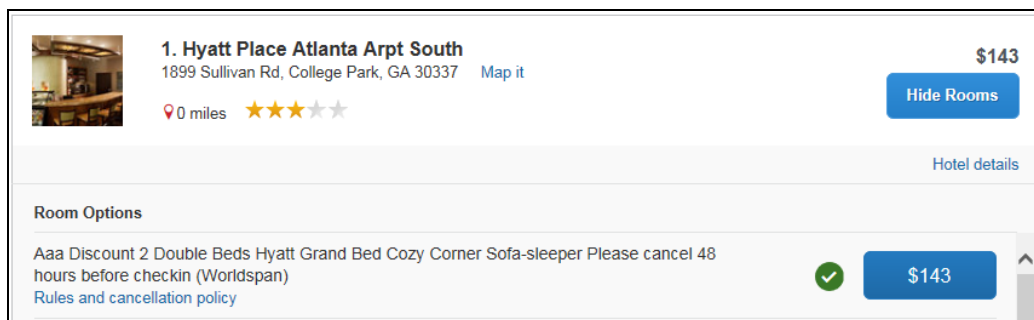
## Concur Cloning a Trip Guide

On the Hotel Results page company policy will be applied to the results shown. Search for the hotel by typing in the name in the Hotel Name Search box.



Hyatt   Sorted By: Policy - Most Compliant

Select the hotel by clicking on the rate you would like to book. If the rate is out-of-policy, you will be required to provide an out-of-policy reason.



**1. Hyatt Place Atlanta Arpt South**  
1899 Sullivan Rd, College Park, GA 30337 [Map it](#) \$143

[Hotel details](#)

**Room Options**

Aaa Discount 2 Double Beds Hyatt Grand Bed Cozy Corner Sofa-sleeper Please cancel 48 hours before checkin (Worldspan)

[Rules and cancellation policy](#)

On the **Review and Reserve Hotel** page, select the hotel guarantee **Method of Payment** (pulled from the traveler's profile). Then **Accept Rate Details and Cancellation Policy** before clicking Reserve Hotel and Continue.

On the **Travel Details** page click **Next** to continue with the booking. Complete any required information on the **Trip Booking Information** page and click **Next**. When you reach the Trip Confirmation page click **Purchase Ticket** to complete your booking.

**Please note each company's Concur site is configured differently. Some of the options discussed in this guide may not be available on your individual site. Changes to your site configuration may only be made at the request of your company's travel administrator.**