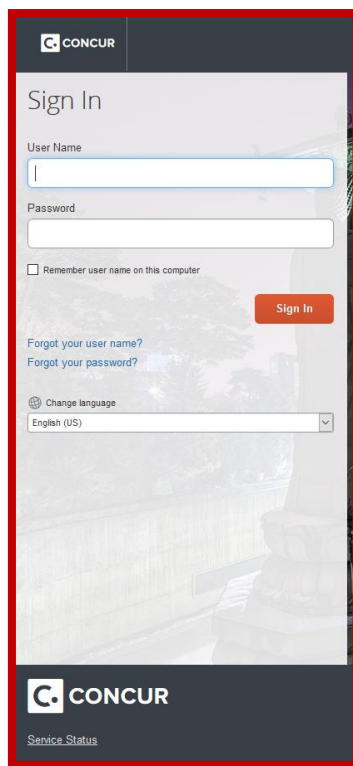


Concur Booking Tool: How to Clone a Trip

There will be instances when you will have multiple travelers going to the same destination and would like to have the same travel itinerary if possible. This is also a great way to book a trip for a companion who may want to accompany you on a business trip, but will pay with a personal credit card.

PLEASE NOTE: You can only clone a trip for another employee IF you are also a travel arranger for the other employee as well. IF you are not a travel arranger for the other employee, you would SHARE the trip with them, for them or their arranger to book the trip.

You can access the booking tool by either going directly to www.concursolutions.com or by going the Travel Office website: <http://travel.uark.edu/travel-agencies.php>

A screenshot of the Concur Sign In page. The page has a dark grey header with the Concur logo and the word "CONCUR" in white. Below the header, the title "Sign In" is displayed. There are two input fields: "User Name" and "Password". Below the password field is a checkbox labeled "Remember user name on this computer". To the right of the password field is a red "Sign In" button. Below the button are two links: "Forgot your user name?" and "Forgot your password?". At the bottom of the sign-in area is a "Change language" dropdown menu currently set to "English (US)". The background of the page is a faded image of a building. At the bottom of the page, there is a dark grey footer with the Concur logo and the word "CONCUR" in white, and a small link for "Service Status" below it.

1. Once you have logged in you will be on the main Travel Booking home page:

CONCUR Travel Reporting App Center Administration Help Profile

Travel Arrangers Trip Library Templates Tools

Booking for myself | Book for a guest

Flight Search

Round Trip One Way Multi City

From XNA - Northwest Arkansas Regional Airport - Bentonville, AR

To Arrival city, airport or train station

Search

Show More

Company Notes Upcoming Trips

Welcome to Concur Travel for University of Arkansas!

University Travel Policy:
<http://travel.uark.edu/travel-policy.php>

Click here to: PRINT MY INVOICE

- First Name
- Last Name
- Invoice #, Record Locator, Ticket Number/Confirmation or last 4 digits of the credit card

Important Traveler Profile Notes:
Prior to making any online travel reservations, please make certain that your first, middle, and last names shown in your traveler profile are identical to those on the photo identification that you will be presenting at the airport.
To review your profile, select 'Profile' > 'Profile Settings' > 'Personal Information'.
Be sure to complete/update the following information:

- Telephone Number(s)
- Corporate Credit Card (or personal card)
- Select those names you wish to book travel for you (Assistants and Travel Arrangers Section)

Agent-assisted Support For assistance with your reservations, cancellations and/or changes, please contact your dedicated Anthony Travel consultant at (479)-431-4680 / (888)-667-2955 or e-mail Fly@AnthonyTravel.com
Monday thru Friday / 800am - 530pm CST

For technical problems with Concur, please call (800) 924-6619 or e-mail OnlineTravel@AnthonyTravel.com
Monday thru Friday / 800am - 530pm CST

2. Select the Travel link at the top of the home page:

CONCUR Travel Reporting App Center

UNIVERSITY OF ARKANSAS

Hello, Donna

3. Once you select the Travel link you will be presented with the following screen where you will select Travel Library:

CONCUR Travel Reporting App Center

Travel Arrangers Trip Library Templates Tools

Booking for myself | Book for a guest

Company Notes Upcoming Trips

Trip Name/Description	Status	Start Date	End Date
-----------------------	--------	------------	----------

4. Once you select the Trip Library you will see the following:

The screenshot shows the 'Trip Library' search interface. It includes a search bar for trip names, radio buttons for 'Booking Dates' (selected) and 'Travel Dates', and a 'Date Range' section with two date pickers set to 02/13/2017 and 08/13/2017. There is an unchecked checkbox for 'Include withdrawn trips' and a 'Search' button. Below the search criteria, the text reads: 'No trips meet your search criteria.'

5. You can search by trip names, date ranges, and even select withdrawn/canceled trips by selecting the icon. In this example I am searching for a withdrawn/canceled trip.

The screenshot shows the 'Trip Library' search interface with the 'Include withdrawn trips' checkbox checked. The search results are displayed in a table with the following data:

Trip Name/Description	Status	Date Booked	Start Date	End Date
Trip from Bentonville to Salt Lake City (KJVCWB)	Withdrawn	08/13/2017	10/17/2017	10/23/2017
Trip from Bentonville to San Antonio (GAGXWP)	Withdrawn	08/08/2017	09/13/2017	09/19/2017
Donnas boring trip (KOGMFI) Chicago	Withdrawn	08/11/2017	08/31/2017	09/05/2017

6. Select the trip you want to clone and you will see the following:

The screenshot shows the 'Travel Details' page for a trip. The 'TRIP OVERVIEW' section is highlighted with a red circle. The trip details are as follows:

- Trip Name:** Trip from Bentonville to New York ([Edit](#))
- Start Date:** November 07, 2017
- End Date:** November 13, 2017
- Created:** August 28, 2017, Donna Carter (*Modified: August 28, 2017*)
- Description:** Documenting Sharing a trip ([Edit](#))
- Agency Record Locator:** YYGZXT
- Passengers:** Donna Lee Carter
- Total Estimated Cost:** \$235.00 USD ([Details](#))

Below the overview, there is a blue information box: 'This trip is on hold. The last time to send it to your agency is: 08/29/2017 10:30 PM Central'. A link to 'Change frequent flyer program' is provided below the box.

On the right side, there is an 'Add to your Itinerary' section with icons for 'Car' and 'Hotel'.

7. Select the Clone Trip link and you will see the following:

The screenshot shows a 'Clone Trip' interface. At the top, it says 'Clone Trip' and 'Trip Name: Trip from Bentonville to New York'. Below that, there's a dropdown menu for 'Book for traveler:' with 'Donna L. Carter' selected and a 'Search' button. A link for 'View Trip Information' is also present. The main content area has three radio buttons: 'Search for these specific flights' (selected), 'I would like to do a general search', and 'Refundable only air fares'. There are three flight segments listed:

- Segment 1: Depart Date: 11/07/2017. Northwest Arkansas Regional Airport (XNA) to La Guardia (LGA). American Airlines (AA) Flight Number 4683. Depart After 9:54 AM. (Economy).
- Segment 2: Depart Date: 11/13/2017. La Guardia (LGA) to Northwest Arkansas Regional Airport (XNA). American Airlines (AA) Flight Number 4755. Depart After 4:00 PM. (Economy).
- Segment 3: Connecting at Ronald Reagan National Arpt (DCA) to Northwest Arkansas Regional Airport (XNA). American Airlines (AA) Flight Number 3823. Depart After 7:40 PM. (Economy).

8. At this point the first thing you will do is modify the **Traveler Name**, by selecting the drop down menu. Remember, you can only modify the traveler name to another traveler for whom you have been setup as the travel arranger, otherwise you can only share the trip:
9. Once you have selected the traveler name you will see the following in the top right corner:

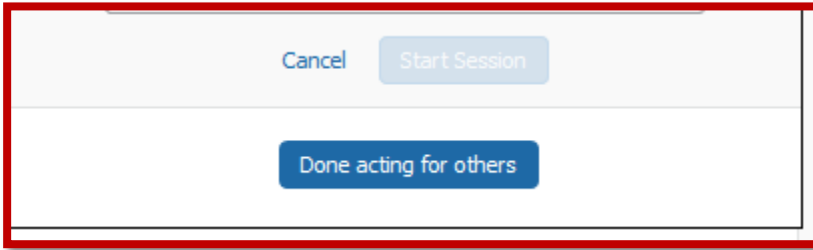
The screenshot shows a user profile dropdown menu. At the top right, there is a 'Help' link with a dropdown arrow. Below it, a green bar displays 'Acting as Henderson, Grace K' with a dropdown arrow and a user icon.

10. Select the Next Button at the bottom of the page. You will now see the following:

The screenshot shows a flight search results page. At the top, there are tabs for 'Depart' and 'Return'. Below that, it says 'Bentonville - Tue, Nov 7'. There is a search bar for 'Flight Number Search' and a 'Sorted By:' dropdown menu set to 'Depart - Earliest'. On the right, it says 'Displaying: 1 out of 1 results.' The main content area shows a flight card for American Airlines. The flight is from XNA to LGA, departing at 09:54a and arriving at 01:50p. It is a nonstop flight in Economy class. There is a 'Select' button. At the bottom right of the flight card, it says '2h 56m / American Airlines 4683 - View seats (Sabre)'.

11. At this point, the system should take you through selecting the same flight schedule as the trip you cloned. The only way it would not is if there were no other seats available for that flight.

12. When you have completed the flight and want to no longer 'act as the traveler' you can go back up to the profile, select the down area and you will see the following:



13. At this point you can select the button that says "Done acting for others" and you will be back at your own profile information.