Clone an Existing Trip
You can clone one of your existing trips in the system to begin booking a new trip with the same information.

1. Click Clone Trip
   - On the home page, click Travel in the top menu bar.
   - On the Travel Details page in the Trip Overview section, click Clone Trip (Figure 1).

2. Select Traveler and Search Options
   - In Book for traveler, use the dropdown menu to select the person you are cloning the trip for (Figure 2).

For assistance, contact the Travel Team Inc. by email: online@thetravelteam.com
• For search options, select either (Figure 2):
  o *Search for these specific flights* to search for the exact flights used in the original trip.
  o *I would like to do a general search* to enter new search criteria.
• The search results will appear.
• Make your selections and updates on the next pages and continue until you reach a *Finished* page.