

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).

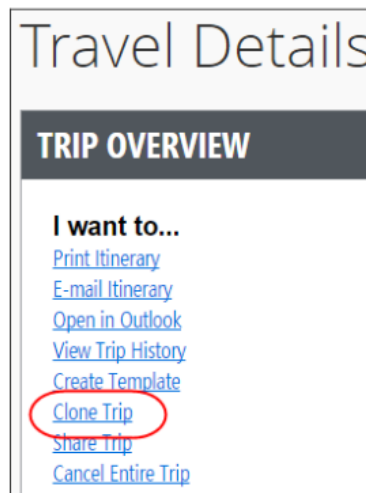


Figure 1

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).

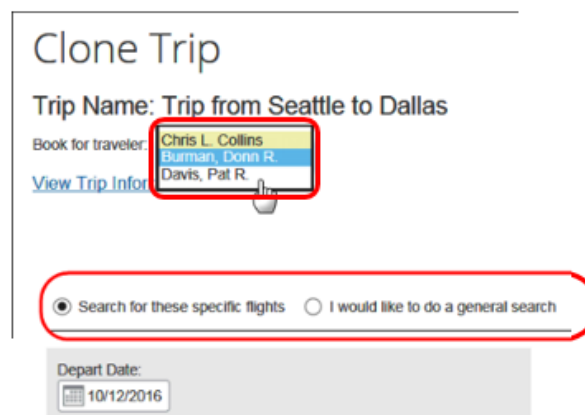


Figure 2

- For search options, select either (Figure 2):
 - *Search for these specific flights* to search for the exact flights used in the original trip.
 - *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.