

## University of Miami Travel Portal Tip Sheet: How to Share a Trip

Through the University of Miami's travel online booking tool, Concur, employees and students can book car rentals, airfare, hotels, and selected trains. **This tip sheet outlines how to share a trip.**

### Online Booking Tool (Concur) World Travel Technical Support

M-F 7:30AM-Midnight EST  
Toll Free: 800-221-4730 (inside North America)  
Reservation Assistance: 888-206-6044  
Online Email help: [OnlineHelp@worldtravelinc.com](mailto:OnlineHelp@worldtravelinc.com)

### World Travel Inc. Designated Agent Support

M-F 8:30AM – 8:00PM.  
After-hours available for a fee.  
Toll Free: 888-206-6044 (inside North America)  
Direct: 610-695-6080 (outside North America)  
Email: [UMiami@worldtravelinc.com](mailto:UMiami@worldtravelinc.com)

### Sharing a Trip Tips:

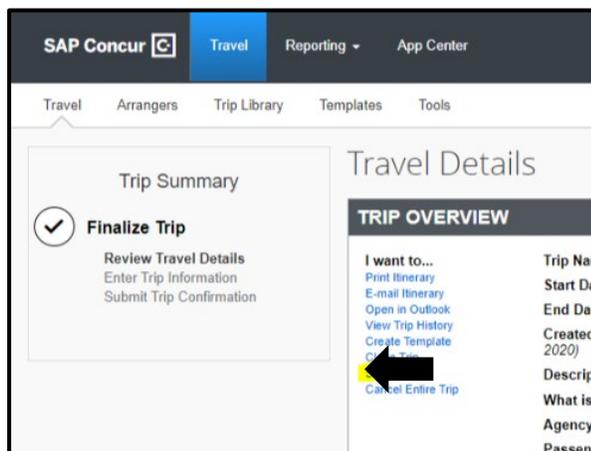
- When you are sharing an itinerary, it is connected to the record locator of your booking. This means that if you booked air, hotel, and/or car together, they would fall under one record locator and you will be sharing the entire trip. If you booked these items separately, you will need to share each individual record locator.
- Sharing a trip via the Concur tool is ideal if you are sharing with another profiled traveler who needs to book the same or a similar itinerary to yours. Sharing an e-Itinerary is ideal for sharing your entire travel plans.

### Share a Trip via the Online Booking Tool (Concur)

This option only works when sharing to other profiled travelers, and is ideal if you'd like the person receiving the itinerary to "copy" your itinerary.

#### Step 1: Trip Library.

- After completing a trip, the trip information will be in your **Trip Library**.
- When you select the **Trip Library** tab, the **Travel Detail** page will appear.
- In the **Trip Overview** section, click **Share Trip**.

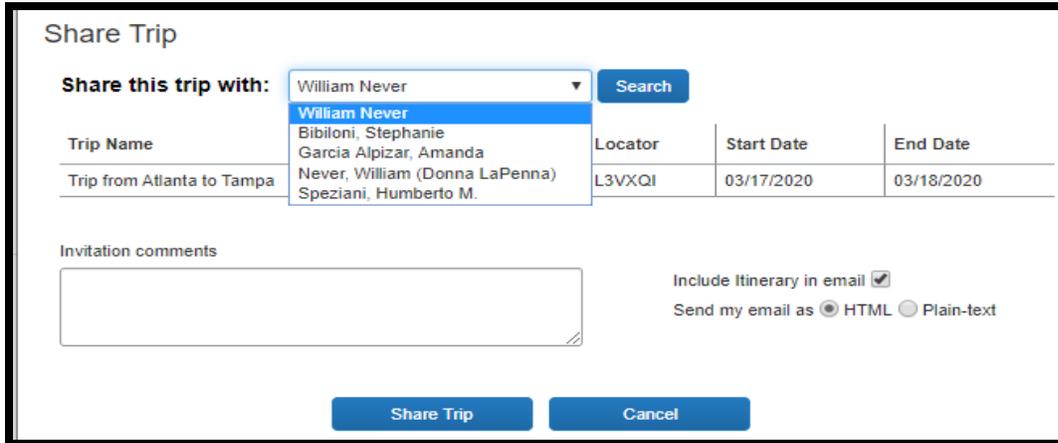


- If you are a travel assistant, make sure to "act as" the traveler who's itinerary you'd like to share.

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### Step 2: Share Trip.

- In the **Share this Trip with** dropdown menu, there will be a list of people whom you've shared a trip.
- Select a person to share with.



Share Trip

Share this trip with:

**William Never**

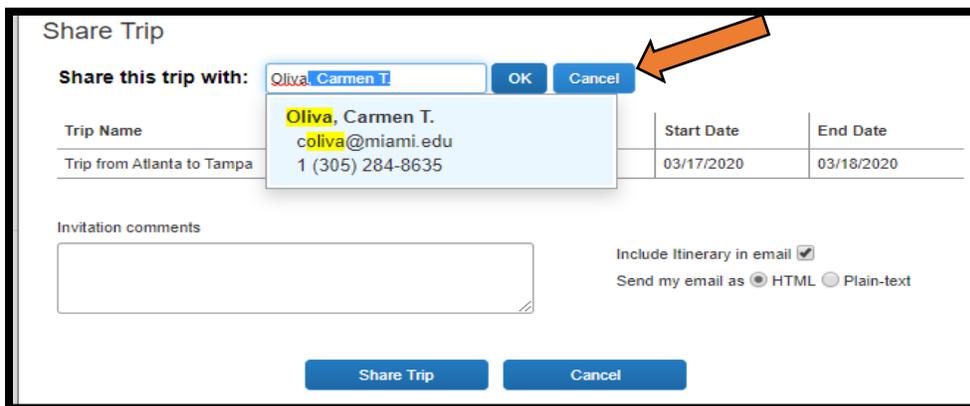
Trip Name	Locator	Start Date	End Date
Trip from Atlanta to Tampa	L3VXQI	03/17/2020	03/18/2020

Invitation comments

Include Itinerary in email

Send my email as  HTML  Plain-text

- If this person is not available in the dropdown menu, click the **Search** button. When you begin typing the person's name, the list will generate a list of all characters typed.



Share Trip

Share this trip with:

**Oliva, Carmen T.**

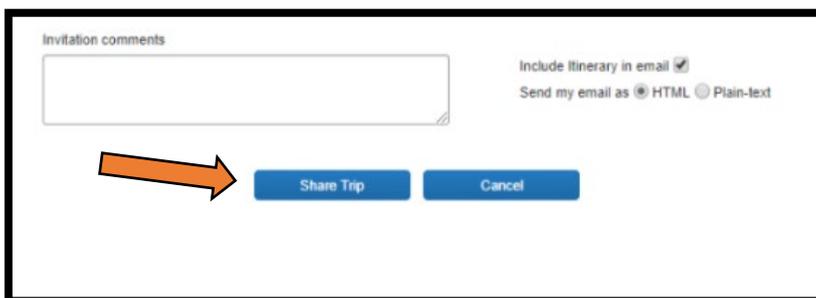
Trip Name	Start Date	End Date
Trip from Allanta to Tampa	03/17/2020	03/18/2020

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- Click the **OK** button after selecting the desired person.
- In the **Invitation comments** box, you're able to write a message to the receiving person.
- On the right side of the **Invitation comments** box there are options to **Include Itinerary in email**. There is also an option to send the email invitation as an **HTML** or **plain text**.
- Click the **Share Trip** button. The receiving person will get an email notification about your shared trip.



Invitation comments

Include Itinerary in email

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(Note: When sharing itineraries through this option, the receiving traveler can copy your trip if needed. Please see *Copy Another Traveler's Trip* tip sheet for more information.)