**Step 1:** Make sure that the traveler’s itinerary who you’d like to copy has been shared with you. Please see *Tip Sheet: How to Share an eItinerary* and follow option 1 to share.


**Step 3:** On the right-side of the screen, the Alerts section will display all users who are sharing their trips. Here, there are three options: View Trip, Book a Copy, and Hide. (Note: if you are a travel assistant, see Step 3 (b) below before completing this step.)

- **Step 3 (b) if travel assistant:** Make sure to act as the traveler who needs to clone a trip before moving on to Step 3. If the itinerary was shared to you, you can book for the traveler who you are a travel assistant to in Step 4.

**Step 4:** Select the Book a Copy button under the Alerts section, and complete the Run Template information.

- In the Template Name section, choose the name of the person from which you would like to book the travel by selecting from the Book for Traveler dropdown menu. If the name is listed, simply click the Apply button. If the name is not listed, click the Search button and type the name.
- Select whether you are booking this trip as an employee, student, or for leisure by using the dropdown menu (located directly under the Book for Traveler menu).
- Select Search these specific flights to copy the exact itinerary as the other traveler. You also have the option to select I would like to do a general search or refundable only airfare.
University of Miami Travel Portal Tip Sheet:
How to Copy Another Traveler’s Trip

• Choose the desired departure dates by selecting the calendar menu next to both the departing flight and returning flight itineraries. Keep the same dates if you are copying an itinerary.
• Click Next.
• A blue information box will appear if there are choices for different **Classes of Service** available for either the departing and/or returning flight(s).
• Click the Next button and continue with the typical booking process.