

University of Miami Travel Portal Tip Sheet: How to Copy Another Traveler's Trip

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 itinerary* and follow option 1 to share.

Step 2: Log in to the Travel Portal at <https://travel.miami.edu/travel-portal/book-travel-online/index.html>.

Book Travel Online via the Travel Portal

Book Travel Online

Book with a Live Agent

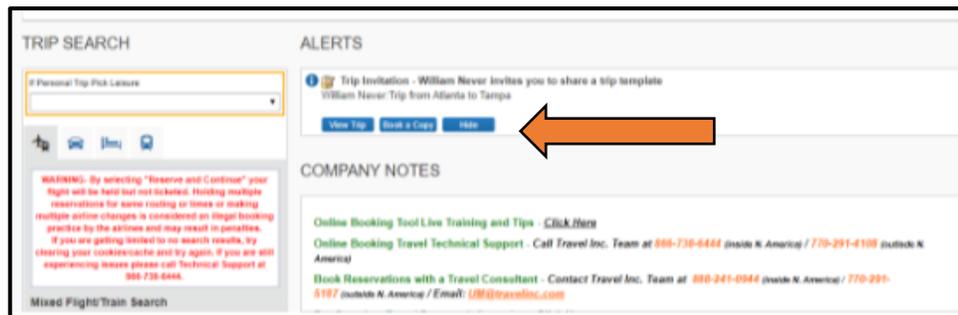
The University of Miami Travel Portal houses a self-booking tool for air, hotel, and rental car rentals. Our travel program aims to ensure the safety of faculty, staff, and students while they travel; deliver exceptional travel-related services; streamline the expense reporting process; and reduce travel costs.



BOOK TRAVEL ONLINE



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.

Run Template

Template Name:

Book for traveler:

Info We found the Classes Of Service available to the traveler for this trip. A Class Of Service can be selected from the drop down located to the right of the flight information.

If Personal Trip Pick Leisure:

Search for these specific flights I would like to do a general search Refundable only air fares

Flight 1: Depart Date: Atlanta Hartsfield-Jackson Intl Airport, Atlanta, GA, United States of America (ATL) to Tampa Intl Airport, Tampa, FL, United States of America (TPA) Delta (DL) Flight Number 1572 Depart After 7:25 AM Economy

Flight 2: Depart Date: Tampa Intl Airport, Tampa, FL, United States of America (TPA) to Atlanta Hartsfield-Jackson Intl Airport, Atlanta, GA, United States of America (ATL) Delta (DL) Flight Number 2130 Depart After 6:56 PM Economy