

UNSW SERKO® ONLINE

CLONE BOOKING

Web Address: <https://unsw.serko.travel/Login/unsw>

WHEN TO USE 'CLONE BOOKING'

The clone booking functions enables you to re-create a booking based on previous travel details, saving time in entering repetitive travel information. You can clone a booking for the same traveller or for different travellers.

A great time-saving tool!

BOOKING PAGE

From the Booking Page select the booking you wish Clone.

Notes:-

1. Select 'Apply Filters' to alter the bookings displayed.
2. To display the booking click on the booking ID or PNR

ID #	PNR	Travellers	Description	Contains	Travel From	Travel To	Status Type	Total
82	YJGWDZ	Mr Peter Test	SYD-MEL-SYD	✈️ 🚗 🚚	Tue 20 Mar	Thu 22 Mar	🕒 🌐	\$657.23
81	YJFLRS	Mr Chris Test	SYD-BNE-SYD	✈️ 🚗 🚚	Tue 20 Mar	Sat 24 Mar	🕒 🌐	\$1,368.63
80	YIORJO	Ms Tracey Test	SYD-PER-SYD	✈️ 🚗 🚚	Tue 27 Mar	Thu 29 Mar	🕒 🌐	\$1,052.84
78	8HZB45	Mr Elizabeth Test	SYD-BNE-SYD	✈️	Wed 7 Mar	Fri 9 Mar	👍 🌐	\$327.70

MORE ACTIONS

From within the More Actions drop down, select 'Clone'

SERKO® Reference: 80, Amadeus Reference: YIORJO

Status Pending

Print | Email | Cancel

Booking Details

Traveller(s)	Ms Tracey Test	Air Total	
Date	27 Mar 2012 to 29 Mar 2012	Car Total	
Policy	Australia - Main Cities	Hotel Total	
Kind of trip	Domestic	Other	
Contains	✈️ 🚗 🚚	Expenses	
School/Centre/Dept	School Of Business - TMC Voyager	Trip Total	?
Last Ticketing Date	26 Jan 2012		

ITINERARY | ADDITIONAL DATA | PREFERENCES | AUDIT

More Actions...
 Clone
 Add to Calendar
 Create New 'Quick Booking'
 Create New 'Custom Booking'
 Share:
 With SERKO® Online Traveller
 Add:
 Car
 Hotel
 Change:
 Advanced Flight

INITIAL SETUP

Clone Booking for the same traveller:-

- Select the new travel dates.

OR

Clone Booking for a different traveller:-

- Remove existing Traveller.
- Search and Select the new Traveller

Note: Your default School/Centre/Department and TMC from your profile will be displayed. An alternative can be selected if required.

Complete the remaining booking setup details as required and click 'Clone'.

HOME BOOKING MY PROFILE ADMIN Tracey Test Logout ?

Clone Booking 80 [Back to Booking List](#)

Initial Setup

Start trip on* 27 Mar 2012

Traveller(s)* Ms Tracey Test Search Create


What is this trip made up of?* Air Car Hotel

Available School/Centre/Dept* School Of Business - TMC Voyager

Cancel Clone Booking Wizard Clone

COMPLETE THE BOOKING

Select the Additional Data tab and complete highlighted fields.

If the booking includes an Instant Purchase Fare, you are required to agree to provider conditions, as the nominated credit card will instantly be charged. Pre-approval is recommended when purchasing Instant Purchase Fares, identified by this symbol . Select 'Finish' to create the booking.

Note: -

1. If you don't have all the information required to complete the booking, select 'Hold Booking'. This option will not create a booking, therefore the seats and prices cannot be guaranteed. The booking can then be completed at a later stage. Refer to Hold Booking quick reference guide for more detail.
2. If more than one credit card is listed on the traveller's profile, select the credit card to be used for payment.

Complete Booking

I accept the Instant Purchase provider [Terms and Conditions](#)

Outstanding Tasks

1. Complete items highlighted on the [Additional Data](#) tab
2. Accept the Instant Purchase provider [Terms and Conditions](#)
3. Click "Finish" to finalise your Booking

Cancel Quick Booking Wizard
Hold Booking
Finish

ITINERARY
ADDITIONAL DATA
PREFERENCES
More Actions...

Booking Data

Main Destination^a

Authoriser ^a

Custom Fields

Fees (Conference/Seminar) in AUD currency

Additional Costs in AUD currency

Allocation (%)^a

Fund^a

Department^a

Project

Purpose of Travel

Invoice recipient^a

Have you submitted relevant online leave forms (recreation/conference)?^a

I acknowledge that if the number of private days exceeds 40% of total, FBT may be payable^a

Notes

Itinerary

Travel Agency

Please note additional fees may be charged for notes to Travel Agency.

Credit Card Details

Air Payment

Source	Type	Card Number	Expiry	Name on Card
<input type="radio"/> Traveller - Ms Mary Training	VI	4111*****1111	08/2014	Test
<input type="radio"/> Traveller - Ms Mary Training	VI	4111*****1111	12/2019	Mary Training

BOOKING CREATED

The booking has been successfully created.

An itinerary will be sent to the person who made the booking and Authoriser.

An 'Outstanding Task' email will be sent to the person who made the booking and the Traveller to complete the UNSW tab once generated.

HOME
BOOKING
MY PROFILE
ADMIN
Tracey Test
Logout
?

SERKO® Reference: 82, Amadeus Reference: YJGWDZ

[Back to Booking List](#)

Status Pending

Print
Email
Cancel
More Actions...

Booking Details

Traveller(s)	Mr Peter Test	Air Total	\$269.70
Date	20 Mar 2012 to 22 Mar 2012	Car Total	\$149.13
Policy	Australia - Main Cities	Hotel Total	\$238.40
Kind of trip	Domestic	Other	\$0.00
Contains		Expenses	\$0.00
School/Centre/Dept	School Of Business - TMC Voyager	Trip Total	\$657.23
Last Ticketing Date	26 Jan 2012		

Hide

ITINERARY
ADDITIONAL DATA
PREFERENCES
AUDIT

20 Mar 2012

Qantas Airways

Flight: QF403

Airline Ref: YJGWDZ

Departs: Sydney

06:45 a.m.

Arrives: Melbourne

08:20 a.m.

Flying Time: 1h 35m

Baggage:

Price: \$120.85

Class: Economy O (OPTDEAL)

Status: Confirmed

Best Fare Selected

More Actions...

NOTE

Should the airline, class of travel, hotel rate or car type for the original booking not be available you will be placed in the relevant screen to select an alternative option.

COMPLETING THE UNSW TAB

Note: -

Travel Allowances must be completed in order for your travel to be approved.

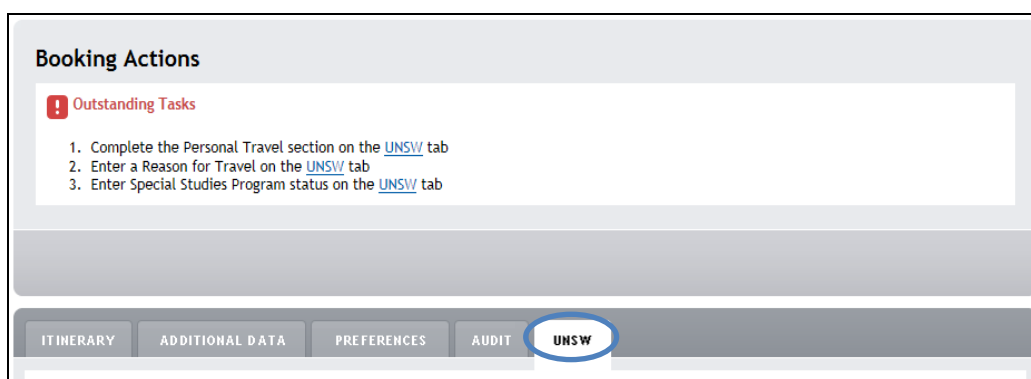
Serko® Online will only calculate Travel Allowances if the Traveller has a Serko® Traveller Profile.

BOOKING ACTIONS

Once a booking has been successfully created in Serko® Online; OR
The Consultant has actioned a booking request; then

The 'UNSW' tab will be displayed allowing the Travel Booker to enter the information pertinent to Travel Allowances and to calculate the allowances due.

From within the booking, select the 'UNSW' tab to access Travel Allowances.



Complete Personal Travel field.

Note:- If the booking contains any Personal Travel you will be required to enter Dates and Times of Personal Travel.

Complete Travel Details fields.

Note:- If the Reason for Travel is Conference/Seminar/Function/Event or 'Training & Development' you will be required to enter 'Dates' and 'Meals Included' with the conference/training.

Select 'Calculate' (The calculated Travel Allowances will be displayed)

COMPLETING THE UNSW TAB cont....

If required, adjust Travel Allowance values up to a maximum value of the calculated amount.

If an allowance is not required, please zero out the amounts in the Total Payable column.

If required, enter a Travel Advance amount.

Travel Allowances

Travel Allowance values have been calculated, and results are displayed below. The payable values shown can be adjusted as required, up to a maximum value of the calculated amount. If changes are made, click Save to retain the updated values and notify the authorisor that changes have been made.

Meals	Date	Breakfast Rate	Lunch Rate	Dinner Rate	Calculated	Total Payable
	Sat 14 Jul 2012	25.70	36.40	51.00	113.10	113.10
	Sun 15 Jul 2012	25.70	36.40	51.00	113.10	113.10
	Mon 16 Jul 2012	25.70	36.40	51.00	113.10	113.10
	Tue 17 Jul 2012	25.70	36.40	51.00	113.10	113.10
	Wed 18 Jul 2012	25.70	36.40	51.00	113.10	113.10
	Thu 19 Jul 2012	25.70	36.40	51.00	113.10	113.10
	Fri 20 Jul 2012	25.70	36.40	51.00	113.10	113.10
	Sat 21 Jul 2012	25.70	36.40	0.00	62.10	62.10
	Total				853.80	853.80

Incidentals	Calculated	Total Payable
	4,258.69	4,258.69

Travel Advance	Comment	Total Payable
	<input type="text"/>	0.00

Totals	Total Due
	5,112.49

Select 'Save' to complete the process. The booking can now be authorised. Refer to the **Authorisation** Quick Reference Guide for more detail.