UNSW SERKO® ONLINE

CLONE BOOKING

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

WHEN TO USE ‘CLONE BOOKING’

The clone booking function 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 to clone.

Notes:-
1. Select ‘Apply Filters’ to alter the bookings displayed.
2. To display the booking click on the booking ID or PNR

MORE ACTIONS

From within the More Actions drop down, select ‘Clone’
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’.
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.
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.

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 authoriser that changes have been made.

<table>
<thead>
<tr>
<th>Date</th>
<th>Breakfast Rate</th>
<th>Lunch Rate</th>
<th>Dinner Rate</th>
<th>Calculated</th>
<th>Total Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat 14 Jul 2012</td>
<td>25.70</td>
<td>36.40</td>
<td>51.00</td>
<td>113.10</td>
<td>113.10</td>
</tr>
<tr>
<td>Sun 15 Jul 2012</td>
<td>25.70</td>
<td>36.40</td>
<td>51.00</td>
<td>113.10</td>
<td>113.10</td>
</tr>
<tr>
<td>Mon 16 Jul 2012</td>
<td>25.70</td>
<td>36.40</td>
<td>51.00</td>
<td>113.10</td>
<td>113.10</td>
</tr>
<tr>
<td>Tue 17 Jul 2012</td>
<td>25.70</td>
<td>36.40</td>
<td>51.00</td>
<td>113.10</td>
<td>113.10</td>
</tr>
<tr>
<td>Wed 18 Jul 2012</td>
<td>25.70</td>
<td>36.40</td>
<td>51.00</td>
<td>113.10</td>
<td>113.10</td>
</tr>
<tr>
<td>Thu 19 Jul 2012</td>
<td>25.70</td>
<td>36.40</td>
<td>51.00</td>
<td>113.10</td>
<td>113.10</td>
</tr>
<tr>
<td>Fri 20 Jul 2012</td>
<td>25.70</td>
<td>36.40</td>
<td>51.00</td>
<td>113.10</td>
<td>113.10</td>
</tr>
<tr>
<td>Sat 21 Jul 2012</td>
<td>25.70</td>
<td>36.40</td>
<td>0.00</td>
<td>62.10</td>
<td>62.10</td>
</tr>
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</table>

Total: 853.80

### Incidentals

<table>
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<tr>
<th>Calculated</th>
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<tbody>
<tr>
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<td>4,258.69</td>
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</tbody>
</table>

### Travel Advance

<table>
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<th>Comment</th>
<th>Total Payable</th>
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<tr>
<td></td>
<td>6.00</td>
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</table>

### Totals

<table>
<thead>
<tr>
<th>Total Due</th>
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</thead>
<tbody>
<tr>
<td>5,112.49</td>
</tr>
</tbody>
</table>

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