UNSW SERKO® ONLINE
SHARE MY TRIP

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

BOOKING PAGE

From the Booking page select the booking you wish to share travel details with another SERKO® Online Traveller.

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 ‘Share: With SERKO® Online Traveller’
SHARE BOOKING

Enter either the Traveller Name or Email Address and select ‘Search’.

Select the required Traveller.

Select ‘Send Email’

RECEIVE A SHARED BOOKING

When a Traveller has shared their booking with you, you will receive an email advising their booking details.
VIEW A SHARED BOOKING

On the Home Page a link will be displayed ‘View shared bookings’

Note: The numeric displayed after the link is the current number of bookings shared with you.

Upon selecting the ‘View shared bookings’ link, the bookings shared with you will be displayed.

To create a booking from a Shared Booking select ‘Book’.

Notes:
1. 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.
2. Selecting ‘Book’ will copy the original booking and remove the booking from your Shared Booking list.

To remove a Shared Booking from your list select ‘Ignore’.

To exit the Shared Booking list without auctioning any booking select ‘Close’.