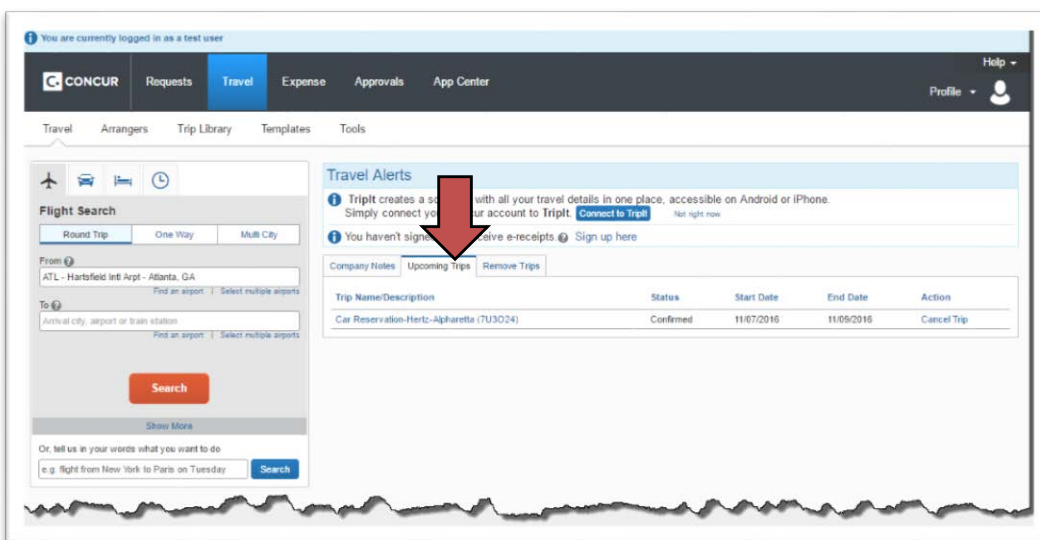




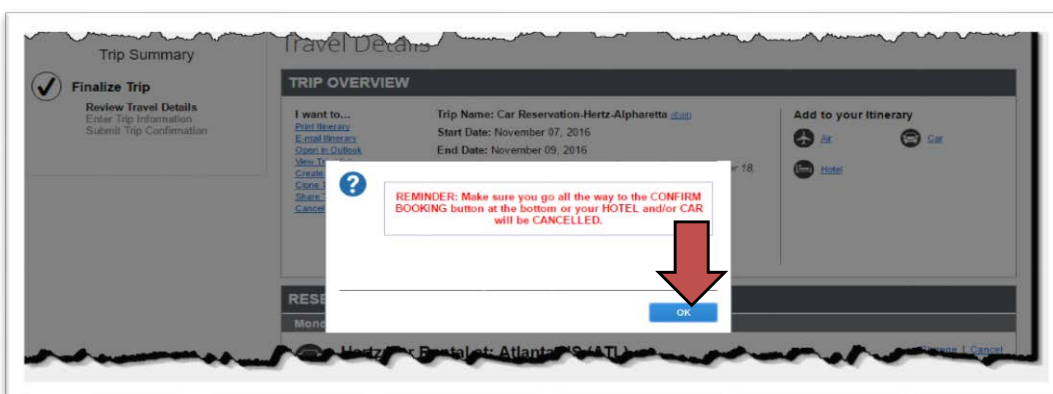
# How to Create Travel Template from an Open Reservation in TTE

If you make repetitive types of travel reservations in TTE (such as frequent rental car only reservations from the same location, or rent a car from the same location and stay at the same hotel) a Travel Template makes it easier and faster to book those reservations at any time for any dates. You may create the Template from scratch, or use data from an open reservation to create it. This document shows you the easiest way which is to create a template from an open reservation.

- Log into TTE
- Select on **Travel** Tab
- Click on **Upcoming Trips**



- Click on the name of the existing reservation you want to turn into a template
  - In our example the reservation only has a rental car
- The reservation opens
- Click **OK** on the pop-up box



- Select **Create Template** from the *I want to...* list.

**Travel Details**

**TRIP OVERVIEW**

**I want to...**

- [Print Itinerary](#)
- [E-mail Itinerary](#)
- [Open in Outlook](#)
- [View Trip History](#)
- [Create Template](#) (indicated by a red arrow)
- [Clone Trip](#)
- [Share Trip](#)
- [Cancel Entire Trip](#)

**Trip Name:** Car Reservation-Hertz-Alpharetta ([Edit](#))

**Start Date:** November 07, 2016

**End Date:** November 09, 2016

**Created:** October 18, 2016, William Never (*Modified: October 18, 2016*)

**Description:** (No Description Available) ([Edit](#))

**Agency Record Locator:** 7U3024

**Reservation for:** William Never

**Total Estimated Cost:** \$93.09 USD ([Details](#))

**Add to your Itinerary**

- [Air](#)
- [Car](#)
- [Hotel](#)

- In Template Name, correct the template name to something generic with no dates
  - This will become the name of the template
- You may enter a description but it is not required
- Click on **Save**

**CONCUR** | Requests | **Travel** | Expense | Approvals | App Center | Help

Travel | Arrangers | Trip Library | **Templates** | Tools

**Edit Travel Template**

Owner: Me

Template Name (Please use a unique name): Car Reservation-Hertz-Alpharetta

Description:

Refundable only air fares

[View All Templates](#) [Delete Template](#) [Book Template](#) [Save](#) (indicated by a red arrow)

[Add Air](#) [Add Car](#) [Add Hotel](#)

**Car Rental at Atlanta, GA, United States of America (ATL) 2 nights** [Edit Car](#) | [Remove Car](#)

Renting from: Hertz

Pick Up: 9:30 AM  
 Pick-up at: Off Airport Location (ATLN36)  
 11030 ALPHARETTA HWY  
 ALPHARETTA, GA 30076  
 7706421405

Return: 3:00 PM  
 Returning to: Off Airport Location (ATLN36)  
 11030 ALPHARETTA HWY  
 ALPHARETTA, GA 30076  
 7706421405

Car Type: Intermediate Car, Automatic transmission Air conditioning

[Add Air](#) [Add Car](#) [Add Hotel](#)

- The new template will now appear in the Templates tab.

Travel Arrangers Trip Library **Templates** Tools

## View Travel Templates

You may choose from one of these pre-defined trip templates to speed your booking process. Simply select the trip you want to take, and Concur will use all the pre-defined travel information to book your trip. If you travel to the same locations repeatedly, you may create your own template, or use one defined by your travel management staff.

**PERSONAL TRAVEL TEMPLATES -- WILLIAM NEVER** [+] Add New Template

	Template Name ▲	Created by	Description
<a href="#">Edit</a>	<a href="#">Book</a>	Car Reservation at HERTZ -- Office	Never, William
<a href="#">Edit</a>	<a href="#">Book</a>	Car Reservation HERTZ, Singapore	Never, William
<a href="#">Edit</a>	<a href="#">Book</a>	Hotel Reservation at Crowne Plaza, CA	Never, William

**COMPANY TRAVEL TEMPLATES**

Template Name	Created by ▲	Description
No records found.		

- The template is now ready to be used to book a rental car reservation at any time without having to enter or process all the search criteria!