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2026

# How to Share a Trip

Statewide Travel Program

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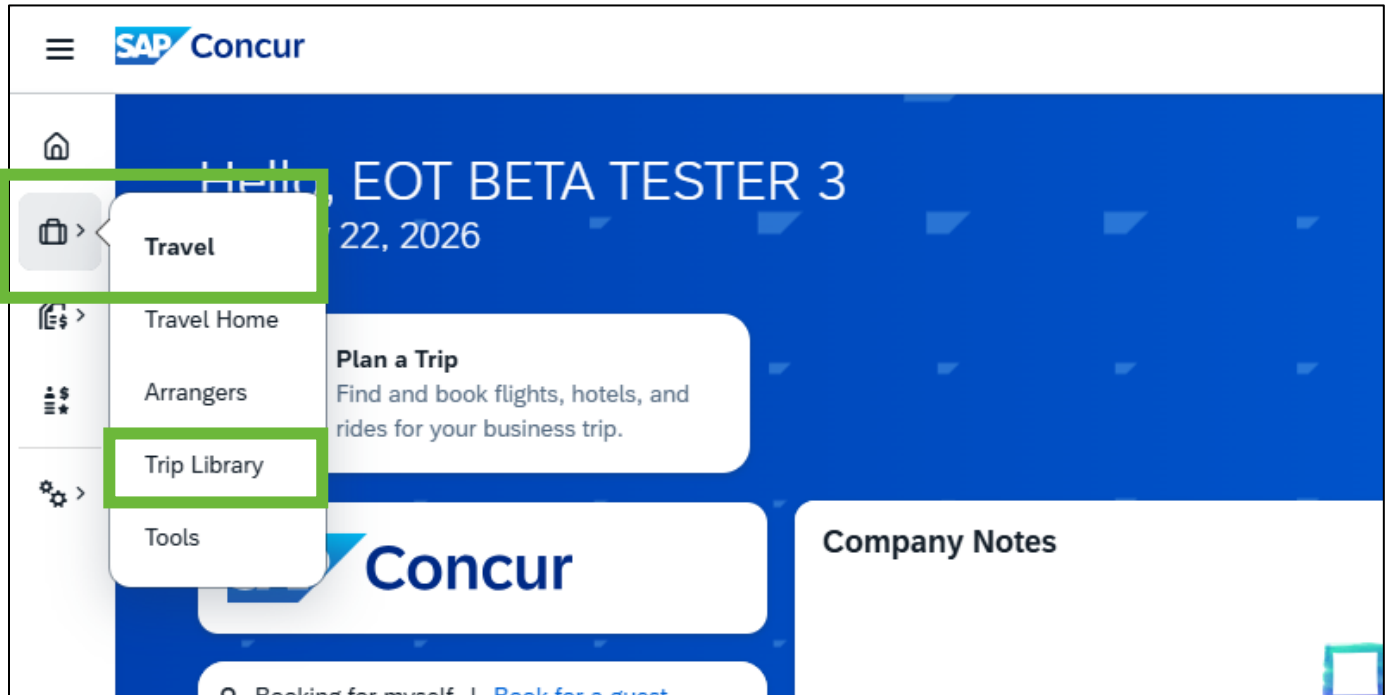
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# 1. How to Share a Trip

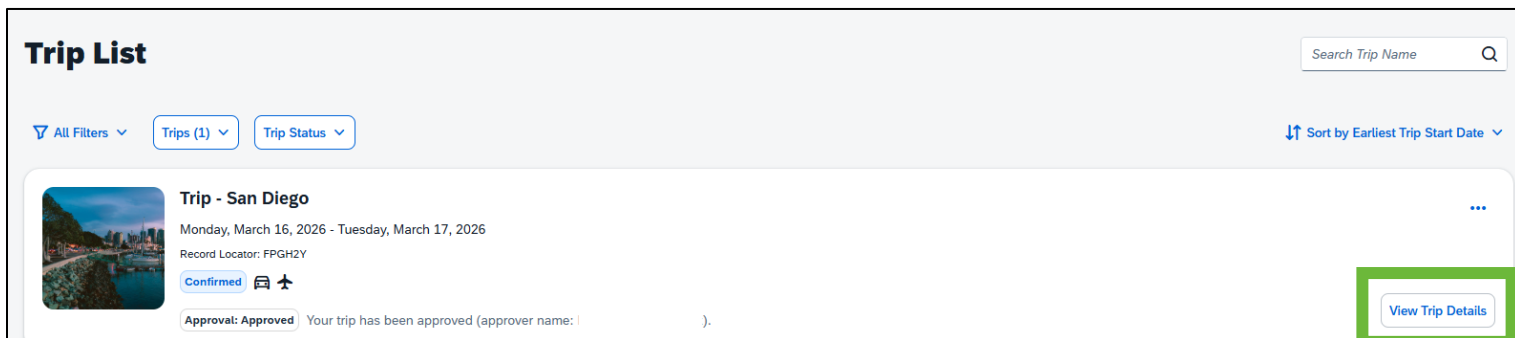
## 1.1 Find the Trip

Log into Concur. See the video and/or guide 'How to Log into Concur' for more information.

To find the trip, click "Travel," "Trip Library."

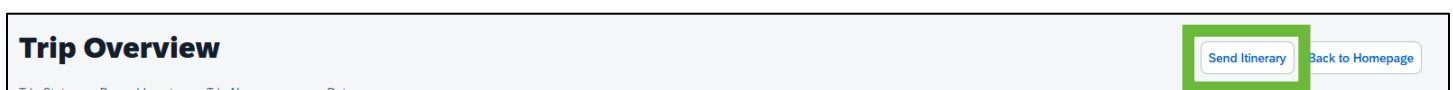


Find the trip you would like to share. Click "View Trip Details."



## 1.2 Send the Itinerary

In the upper right corner of the "Trip Overview" page, click "Send Itinerary."



## HOW TO SHARE A TRIP

A pop-up will appear. Enter the email address under "Recipients."

**Send Itinerary**

---

Recipients \*

Subject \* 15/150

Enter a subject, such as the trip's name.

**Send Itinerary**

---

Recipients \*

Subject \* 15/150

Message 44/500

If desired, add a message to be shared with the recipient.

**Send Itinerary**

---

Recipients \*

Subject \* 15/150

Message 44/500

Click "Send."

### Send Itinerary

Recipients \*  
@dgs.ca.gov

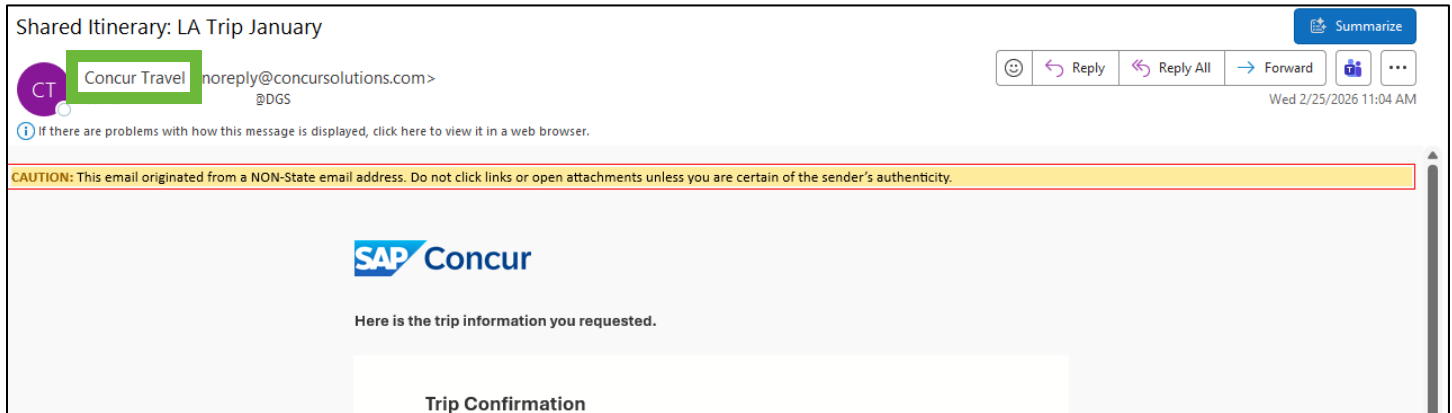
Subject \* 15/150  
LA Trip January

Message 44/500  
Here is the trip information you requested.

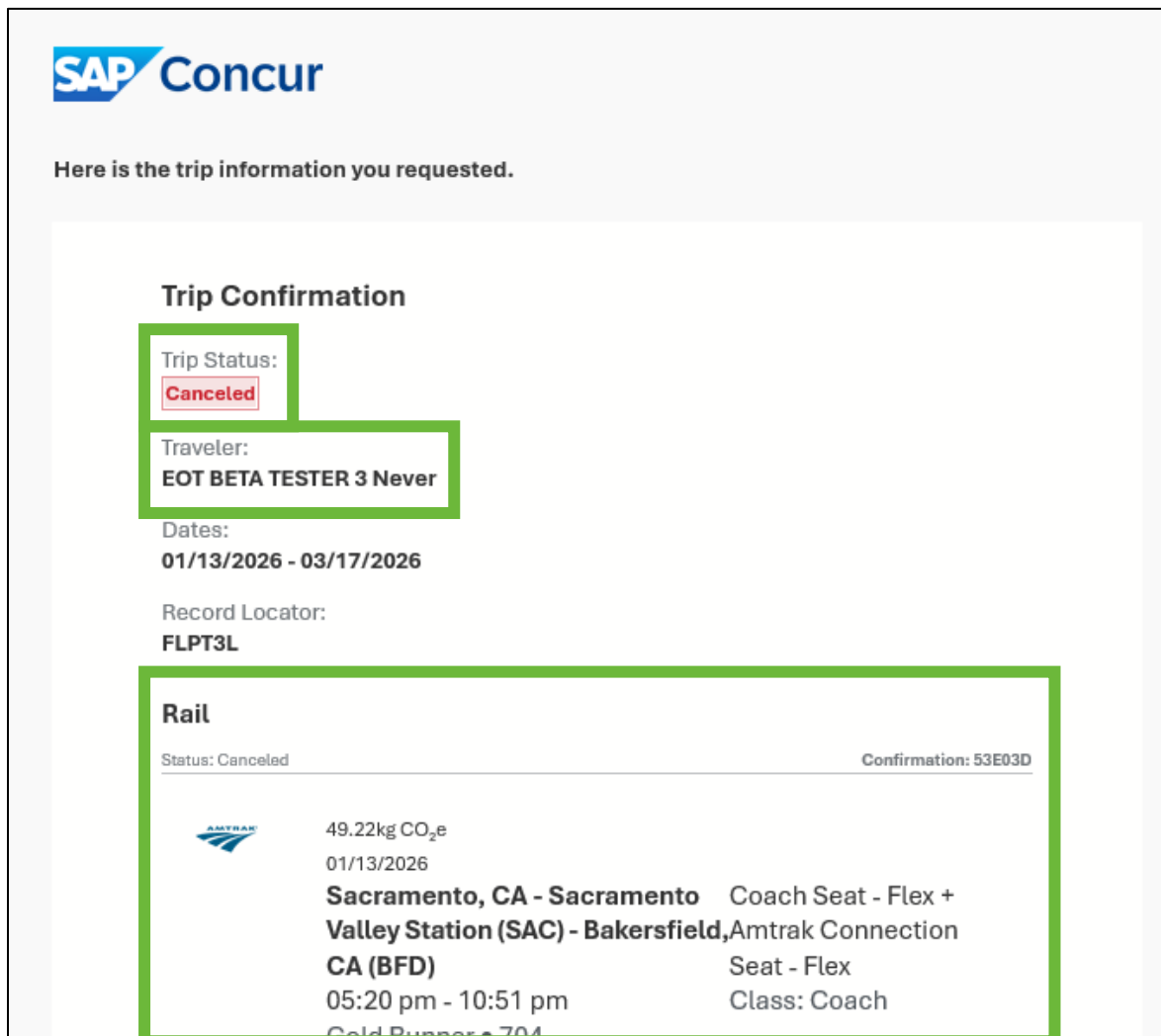
**Send** Cancel

## 2. Shared Itinerary

The recipient will receive an email from Concur Travel.



The email will show the trip status, traveler's name, and additional booking information.



## 3. Additional Resources

As a traveler, your first resource for all travel-related inquiries is your agency Travel Coordinator(s). Other helpful resources are:

### 3.1 CI Azumano

Email: [CalTravel@ciazumano.com](mailto:CalTravel@ciazumano.com)

Travel Agents: (877) 454-8785 (use only if trip is in progress)

- [CI Azumano Travel Tools and Resources](#)
- [CI Azumano Webpage](#)
- [Concur Login Page](#)

### 3.2 Statewide Travel Program

Email: [StatewideTravelProgram@dgs.ca.gov](mailto:StatewideTravelProgram@dgs.ca.gov)

Find the following videos and guides on the [Statewide Travel Program Training Resources Page](#):

- Assigning a Travel Arranger/Assistant
- How to Assist or Arrange a Trip
- How to Book a Car Rental
- How to Book a Train
- How to Book Air
- How to Book Lodging
- How to Log into Concur