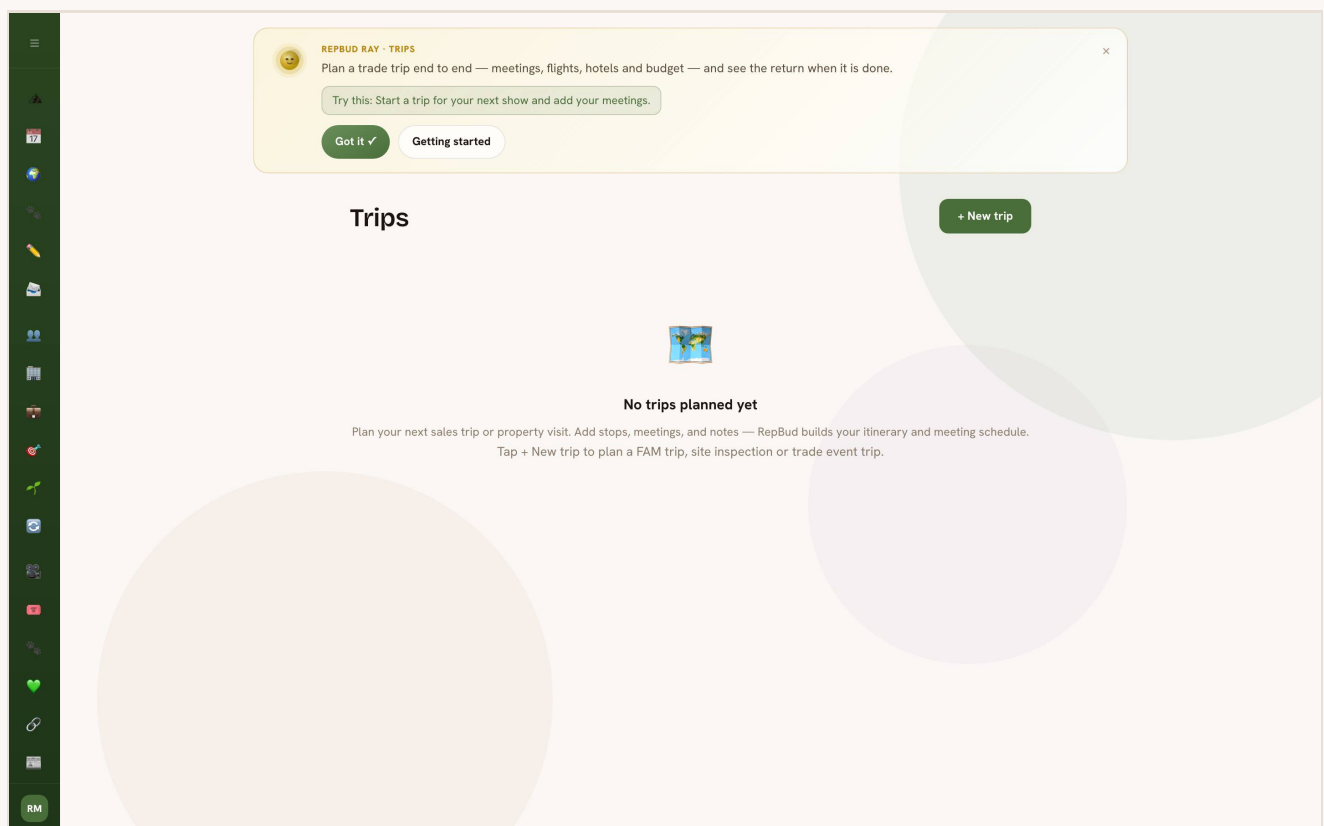


Trip planner

The trip planner helps you map a FAM trip or site visit, split its budget across the clients it's for, and jump straight to booking — all in one place.

Covers `/dashboard/trips` · for rep, dmc



The steps

01 Open Trips

From the sidebar, open Trips to see what's coming up. Trips are grouped into Upcoming and Past so the next thing on your calendar is at the top.

02 Start a new trip

Tap + New trip to open the planner. Give it a name and, optionally, a city and country — these drive the booking links later.

03 Set the dates

Add the FROM and TO dates. These set the trip's place in your timeline and pre-fill the check-in/out on the hotel link.

04 Split the budget by client

Pick the clients this trip is for, then enter a TRIP BUDGET. RepBud even-splits it across them, and you can type over any amount to override — the line at the bottom shows what's still to allocate.

05 Save the trip

Save, and the trip drops into Upcoming as a card with its dates, budget and any notes.

06 See meetings lined up there

If you've sent RepBuddy meeting invites for that destination, they surface on the card under RepBuddy meetings here with their status.

07 Book this trip

Under Book this trip, the Hotels, Flights, Transfers, Car hire and eSIM links open partner sites — pre-filled with your destination and dates where possible.

Next: Client reports

Questions

How does the per-client budget split work?

Pick the clients on the trip and enter a total budget — RepBud divides it evenly across them. Type over any client's amount to override, and the rest re-balances so the split always adds up.

What are the "Book this trip" links?

They're quick links out to travel partners for hotels, flights, transfers, car hire and eSIMs, pre-filled with your destination and dates where possible. RepBud links you to the partner to book — it doesn't book or guarantee the travel itself. Some are affiliate links, so RepBud may earn a small commission at no extra cost to you.

Why do some meetings show up on a trip card?

If you've sent a RepBuddy meeting invite for that destination, it's matched to the trip and shown under "RepBuddy meetings here" with its status, so your travel and your meetings sit together.

Do I have to add a budget or clients?

No — only the trip name is required. Dates, destination, clients and budget are all optional, but adding a destination and dates is what powers the pre-filled booking links.