

SAP Concur 🖸

Get Started with TripIt Pro and My Travel Network



Table of Contents

- 3 Getting Started
- 3 Section 1: Enroll in My Travel Network and Add Your Reward Accounts
- 5 Section 2: Connecting Triplt Pro and Concur
- 7 Section 3: Maximizing Triplt Pro for Both Business and Leisure Travel

Getting Started

You will learn how to connect Triplt to Concur, enroll in My Travel Network and manage both your business and leisure travel with Triplt. Triplt Pro allows you to stay one step ahead when you travel, while My Travel Network connects all your frequent traveler accounts to Concur, making it easier for you to complete your expense reports. You have access to this for free—a benefit of your company.

Please follow each section thoroughly. Complete steps in the order they appear for a successful set-up.

Section 1: Enroll in My Travel Network and Add Your Reward Accounts

Enrolling in My Travel Network connects your reward accounts to your Concur profile, allowing your travel reservations to be available in both Concur and Triplt. Expenses generated from these connected accounts flow into Concur, leaving you with one less receipt to keep track of. **You will only need to enroll once.**

Log in to Concur at **udel.edu/concur**.

1

2

 $\langle \langle$

Next, click on **Profile**, then **Profile Settings**.

Click on **Personal Information**, scroll down to the **Email Addresses** section and verify your email addresses.

*Verifying your email addresses helps travel confirmation emails and receipt images to be recognized, which are necessary for future steps.

mail Addres	sses					Go to top				
lease add at	t least one email address. [Required]									
How do I a	dd an email address?									
Travel Arrangers / Delegates Why should I verify my email address?										
How do I verify my email address?										
					Add an er	nail address				
	Email Address	Verification Status	Verify	Contact?	Actions					
Email 1	john.smith@company.com	Verified	Disable Verification	Yes	L					

Next, scroll down to the **Frequent-Traveler Programs** section.

- Add or update any reward program numbers you have with airlines, hotels or rental car companies. Then click "I Agree" to enroll in My Travel Network.
- Note: You will receive an email confirming your connection to your reward account program when the connection between the reward account program and Concur is live. (Connections may happen at a later date.) See Frequently Asked Questions for more information.



Section 2: Connecting TripIt Pro and Concur

Triplt Pro organizes all of your travel plans in one place, creating a master itinerary for each of your trips. Download the app to access travel plans anytime, anywhere and enjoy real-time flight alerts, gate change notifications, and more. Since your company uses Concur, Triplt will add business trips to Concur so it's easier to submit expense reports. **You will only need to enroll once.**



 $\langle \langle$

- Once downloaded, log in to the TripIt app using the same email and password you used in step 3.
 - Now, when you forward your travel confirmation emails to plans@tripit.com, you can see your existing bookings from Concur in the TripIt app. This is because you connected your TripIt account with your Concur account in step 3.
- Every time you take a trip, simply forward your travel confirmation emails to **plans@tripit.com** and Triplt will instantly create a master itinerary for each of your trips. For more information, view this **PDF**.



5

6

Section 3: Maximizing Triplt Pro for Business and Leisure Travel

Triplt Pro is an easy way to organize all of your business and leisure travel plans. As soon as your itinerary is created in Triplt, you have the ability to mark a trip as business or personal in the app. When Concur sync is enabled, this helps to make expensing your business trips quick and easy.

> From a desktop web browser, go to **www.tripit.com**. Sign in with your TripIt account information from section 2, step 3.

1

 $\langle\langle$

Once in the App Center, find the Triplt listing and click on it. When you're ready, click
Connect to connect your Triplt account to Concur.

3 Confirm the email addresses currently in your TripIt email settings and add additional email addresses you may forward travel confirmation emails from, including your work email. When you are done, click **Save**.

An email from Triplt will been sent to the address you have just added. When you receive the email from Triplt, open it and click **Confirm email** in order to have this email address verified within your Triplt account.

*Verifying your email addresses helps travel confirmation emails and receipt images to be recognized, which are necessary for future steps.



- If you connected your Triplt account with Concur in section 2, business travel reservations made in Concur will be available in Triplt as well.
 - Watch this **video** to learn how to manage both business and leisure travel with the TripIt app.

Go back to your profile on Triplt.com, click on **Home** in the menu. Discover other features in the menu bar now available to you with your complimentary Triplt Pro subscription such as Point Tracker, Seat Tracker, Travel Alerts, etc.

Tripit from Concur Home Tri	s Network	Point Tracker	Triplt Pro	Teams	<u>_</u>	John	Support

If you'd like, Triplt can also add travel plans from your personal email (including Gmail, Outlook.com or Yahoo! Mail) so that all of your travel plans are always organized in one place. To do this:

5

6

 $\langle \langle$

- Make sure these personal email addresses are verified as stated in step 4.
- Log in to **www.tripit.com** and click on **Home** in the menu.



• Scroll down to Automatically Forward Plans and enter the personal email addresses that you will be making any travel plans with.

*Note: to prevent your personal trips from being added to Concur, you can simply change your trip settings.

You are Now Finished!

For further questions or concerns, please contact your Concur administrator. Additional Resources: **Traveler Benefits website**



