

## Step-by-Step Guide Activating Triplt Pro

### What is Triplt Pro?

Triplt organizes travel plans into an itinerary that has your trip details (air, car, and hotel) in one place. Once activated, trips booked in the Concur Travel & Expense System or through Christopherson Business Travel are automatically synchronized with Triplt. Triplt Pro provides additional travel itinerary-monitoring features, such as mobile alerts, alternate flight options, airfare monitoring and notification, frequent traveler point tracking, and automated trip sharing.

Triplt can also be used to organize your personal travel. You will need to mark your personal trips as “leisure” within [www.tripit.com](http://www.tripit.com) to prevent them from appearing in Concur. More information is available in the Quick Reference Guide [Using Triplt Pro & the Triplt Pro Mobile App](#).

### How to Activate Triplt Pro

Begin by accessing Concur via [your campus portal](#). Locate your **CU Resources** section and, under the **Business Applications** area, select **Concur Travel & Expense System**.

From your Concur home page, locate the Triplt Pro Travel Alert and click **Activate Subscription**. (If the Triplt Pro Travel Alert doesn't appear, use your Profile instead. Select your **Profile** menu in the upper right corner of your screen. Then, within the menu on the left, select **Connected Apps** close to the bottom of the list; click the **Connect to Triplt** link.)

#### If you already have a Triplt account, sign in.

Enter the email address and password associated with your Triplt account and click **Sign In**.

Your Concur and Triplt accounts are now linked.

#### Or, if you do not yet have a Triplt account, sign up.

Click the **Sign up** link at the bottom of the window. Enter your CU email address, create a password, and click **Sign up – it's free!**

You will receive a verification email from Triplt – use it to verify your email. Your Concur and Triplt accounts are now linked.

You will also receive a welcome email from Triplt, which you can use to get the Triplt Pro mobile app.

### Using Triplt Pro and the Triplt Pro Mobile App

Trips booked within Concur or through Christopherson Business Travel (CBT) are automatically synchronized with Triplt. Forward travel confirmations for aspects not booked within Concur or through CBT to [plans@tripit.com](mailto:plans@tripit.com) and they will be added to your Triplt itinerary. Refer to the Quick Reference Guide [Using Triplt Pro & the Triplt Pro Mobile App](#) for further details.