

# Concur Travel & Expense System

## Quick Reference Guide: *Using TripIt Pro & the TripIt Pro Mobile App*

TripIt organizes travel plans into an itinerary that has your trip details in one place. TripIt Pro is an upgraded version of TripIt that is available free of charge when you activate TripIt Pro within Concur – refer to the Step-by-Step Guide [Activating TripIt Pro](#) for further details.

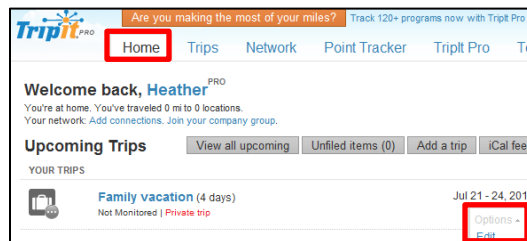
You can access your TripIt Pro account using the free mobile app or the TripIt website ([www.tripit.com](http://www.tripit.com)).

### Business Travel Using TripIt Pro

- Trips booked within Concur or through Christopherson Business Travel are automatically synchronized with TripIt.
- Forward hotel and other travel confirmations not booked within Concur or through Christopherson Business Travel to [plans@tripit.com](mailto:plans@tripit.com) and they will be added to your TripIt itinerary.
- Use the TripIt Pro mobile app or website ([www.tripit.com](http://www.tripit.com)) to add activities – such as meetings – and directions to your trip.

### Personal Travel Using TripIt Pro

- Forward hotel and other travel confirmations not booked within Concur or through Christopherson Business Travel to [plans@tripit.com](mailto:plans@tripit.com) and they will be added to your TripIt itinerary.
- **You must mark personal trips as “leisure” within 1 hour of the information posting to TripIt to prevent synchronization with Concur.**
  1. Within the TripIt website ([www.tripit.com](http://www.tripit.com)), locate your trip on your home page.
  2. Use the **Options** dropdown to select **Edit**.
  3. Under the **Purpose** section, select the **Leisure** radio button.
  4. Click **Save**.
- Use the TripIt mobile app or website to add activities – such as tours and restaurant reservations – and directions to your trip.



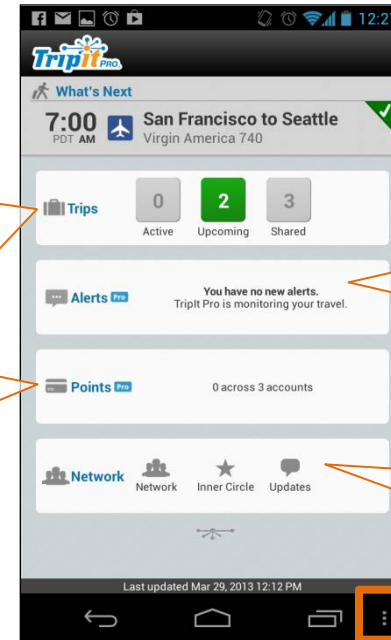
### Downloading the Free TripIt Pro Mobile App

There are two ways to download the TripIt Pro mobile app onto your mobile device:

1. Through your device's app store; or,
2. Use your device to open the welcome email from TripIt when you activated TripIt Pro.

### Using TripIt Pro Mobile App

The app functions similar for each type of mobile device – the screen display varies.



Use the **Trips** section to view itineraries, add activities, and review flight and airport details.

Use the **Alerts** section to view trip notifications, such as gate changes and flight delays.

Use the **Points** section to manage your frequent travel accounts, including balances and expirations.

Use the **Network** section to share your travel plans with others.

**Android users:**

Use the overflow button – which, depending on your device, may not be in the lower right corner – to access additional options.

### Unlinking Your TripIt Pro and Concur Accounts

If you plan to leave the University, you should unlink your accounts before your last day of employment.

1. Access Concur via [your campus portal](#).
2. Locate your **CU Resources** section and, under the **Business Applications** area, select **Concur Travel & Expense System**.
3. Click **Profile** along the top of your screen.
4. Select **Connected Apps** close to the bottom of the list along the left side of your screen.
5. Click the **Remove** link.