

## **Concur How-to: Using Triplt Pro** <sup>[1]</sup>

Trips booked in the Concur Travel & Expense System (Concur) or through Christopherson Business Travel (CBT) are automatically synchronized with Triplt Pro. Triplt Pro is free if you activate it through Concur. With Triplt, you can:

- Receive real-time flight alerts and notifications;
- Create itineraries by forwarding trip reservation emails for your flights, car rentals, hotels, and other trip activities;
- Check directions, maps, and weather from the itinerary; and,
- Share specific plans or your entire itinerary with others.

### **Read the procedures**

1. From your Concur home page, locate the Triplt Pro Travel Alert and click **Activate Subscription**.
  - If the Triplt Pro Travel Alert doesn't appear, select your **Profile** menu in the upper right corner of your screen and click **Profile Settings**. From the menu on the left, select **Connected Apps** (under Other Settings). Click the **Connect to Triplt** link.
2. Sign In or Sign Up.
  - **If you already have a Triplt account, sign in.** Enter the email address and password associated with your Triplt account and click **Sign In**.
  - **If you do not yet have a Triplt account, sign up.** Click **Sign Up**. Enter your CU email address, create a password, and click **Sign Up**.
3. Your Concur and Triplt accounts are now linked. You can access your account using the free mobile app or the Triplt website ([www.tripit.com](http://www.tripit.com)) <sup>[2]</sup>.
4. Trips booked within Concur or through CBT are automatically synchronized with Triplt. Forward travel confirmations not booked through Concur or CBT to [plans@tripit.com](mailto:plans@tripit.com) <sup>[3]</sup> and they will be added to your itinerary.

### **Helpful Tip**

You can also use Triplt Pro to organize your personal travel. Just be sure to click **Edit** next to that Trip and deselect the box to **Link with Concur**.

**Have a question or feedback?**

## Questions & Feedback <sup>[4]</sup>

Feedback or Question \*

Your Name

Your Email Address

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Submit

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**Source URL:** <https://www.cu.edu/psc/training/using-tripit-pro>

### Links

[1] <https://www.cu.edu/psc/training/using-tripit-pro> [2] <http://www.tripit.com> [3] <mailto:plans@tripit.com>

[4] <https://www.cu.edu/controller/forms/questions-feedback-0>