Concur How-to: Using TripIt Pro [1]

Trips booked in the Concur Travel & Expense System (Concur) or through Christopherson Business Travel (CBT) are automatically synchronized with TripIt Pro. TripIt Pro is free if you activate it through Concur. With TripIt, 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 TripIt Pro Travel Alert and click **Activate Subscription**.
   - If the TripIt 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 TripIt** link.

2. Sign In or Sign Up.
   - **If you already have a TripIt account, sign in**. Enter the email address and password associated with your TripIt account and click **Sign In**.
   - **If you do not yet have a TripIt account, sign up**. Click **Sign Up**. Enter your CU email address, create a password, and click **Sign Up**.

3. Your Concur and TripIt accounts are now linked. You can access your account using the free mobile app or the TripIt website (www.tripit.com [2]).

4. Trips booked within Concur or through CBT are automatically synchronized with TripIt. Forward travel confirmations not booked through Concur or CBT to plans@tripit.com [3] and they will be added to your itinerary.

   Helpful Tip

   You can also use TripIt 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 [4]

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

Controller

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