TriplIt Pro
Quick Overview
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**TripIt Pro overview**

TripIt Pro is designed to enhance the travel experience and is like having your own personal travel assistant on the go. It is a travel organizing app that automatically creates a master itinerary for every trip, so travelers can access all their travel plans, anytime, on any device. TripIt Pro is an all-in-one travel organizer that monitors flights, seats, fares, and points, so travelers are always *in the know, on the go.*

**TripIt Pro includes the following features:**

- **Alerts:** TripIt Pro sends real-time alerts or emails for delays, cancelations, gate changes, and helpful reminders. In fact, alerts from TripIt Pro are often faster than those from the airlines themselves.

- **Alternate Flights:** TripIt Pro finds travelers alternate flights with open seats, fast. If a traveler is notified that his or her flight is not on schedule, s/he can easily check out other options with just a tap.

- **Seat Tracker:** TripIt Pro tells travelers when a desired seat becomes available. When travelers receive a seat alert, they need to contact the airline carrier or booking agent to claim the seat.

- **Point Tracker:** TripIt Pro keeps track of reward-program points and miles in one spot. TripIt Pro supports over 130 travel-related rewards programs, and more are always being added.

- **Flight Refunds:** TripIt Pro checks airlines prices regularly, always looking to see if there’s a better price than what users paid. If users receive an alert that a better price has been found, they will need to contact the carrier or booking agent for a price adjustment/refund.

- **Sharing:** TripIt Pro shares all users travel plans and alerts with the important people in his or her life. When a user’s destination is nobody’s business, he or she can always designate a trip as private, and nothing will be shared.
Activating Triplt Pro

1. On the Concur website home page, on your computer, Triplt Pro will be displayed as a travel alert. Click **Activate Subscription**

   - If you have previously connected to Triplt from Concur, you don’t need to do anything and you will automatically be upgraded to Triplt Pro.
   - If you have signed up for Triplt or Triplt Pro outside of Concur, click the **Triplt Sign In** to link your Concur and Triplt accounts.
   - If you have never signed up for Triplt or Triplt Pro, click on the **Sign Up button** to link your Concur and Triplt accounts.
2. You can also use your Profile at activate TripIt to connect your Concur and TripIt accounts. Select your Profile menu in the upper right corner of your screen. Select Profile > Profile Settings > Connected Apps near the bottom of the list.
Simply click **Connect to TripIt** and then follow the instructions.
3. You can also connect to TripIt Pro under the App Center

4. After you complete the process, your TripIt Pro subscription will start within 24 hours. Upon activation, you will receive an email from TripIt Support welcoming you to TripIt Pro. You can also download the TripIt app on your mobile device.
Accessing Triplt Pro

There are two ways to access Triplt Pro.

- **Website**: You can access Triplt Pro through the website **www.Triplt.com**

- **Mobile app**: You can also access Triplt Pro using your mobile device.

**Downloading the Free Triplt Pro Mobile App**

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

- Through your device’s app store; or,
- Use your device to open the welcome email from Triplt when you activated Triplt Pro.
Using TripIt Pro

Business Travel Using TripIt Pro

- Trips booked with Concur or through Conlin Travel are automatically synchronized with TripIt.
- You can forward hotel and other travel confirmations not booked with Concur or through Conlin Travel via email to plans@concur.com and they will be added to your TripIt itinerary.

The forwarded information will appear in Concur system within few minutes of you forwarding the information.

An email will also be sent to your verified email id indicating that the trip has been added to your Concur itinerary.
Trip will also appear in Triplt Pro

Use the Triplt Pro mobile app or website **www.Triplt.com** to add activities such as directions to your trip. You can also share your trip details with others.
Do not set up automatic importing for future trips. Your trips will be automatically sent to Triplt from Concur.
Personal Travel Using TripIt Pro

- You must mark personal trips as “Private” within one hour of the information posting to TripIt to prevent synchronization with Concur.
- Within the TripIt website www.TripIt.com, locate your trip on your home page.
- Use the Options dropdown to select Edit.

Select the Private check box.

Click Save.