TripIt Pro/TripLink

Link to TripIt Pro information:  
http://www.concurtraining.com/pr/triplink/end_user

TripIt Pro

The ERS includes a trip management service (TripIt Pro) that helps travellers organize their trips by creating a master itinerary and allows travellers to share their travel plans.

Business travellers will be able to:

- Link their profile with their loyalty accounts from participating airlines, hotels and car rental companies
- Automatically access their corporate discount when they book directly on participating supplier websites
- Have all their travel details easily accessible via TripIt, the mobile app, or online
- Leverage E-receipts to automatically pre-populate their expense report

TripIt Pro uses the details in forwarded confirmation emails to create a comprehensive master itinerary for every trip. TripIt Pro also sends real-time flight alerts, helps travellers find alternate flights, tracks seats and points, monitors fares, and lets users share plans with his or her friends or family.

Using the Point Tracker tab, the traveller can add and view all of their loyalty programs in one place including account numbers, point balances, and recent activity.
### TripIt Pro/TripLink

**Inner Circle** is an automatic sharing feature that is available to TripIt Pro users. TripIt Pro users can add individuals they’ve added as connections to their Inner Circle. TripIt will then automatically share all of the user’s trips with their Inner Circle.

**TripIt Groups** allows employees of a company to share travel information within a membership-controlled environment. Participation in the company group is purely voluntary and each employee must have a verifiable email address within the company email domain in order to join the group.

### TripLink

TripLink enables users to email travel plans to the ERS. Travel details will be extracted from the emails and added to the application. The plans will be added to existing trips or used to create new trips, depending on whether the emailed plans share dates with an existing trip. Concur will accept emailed plans for air, hotel, car, rail, and ground transportation.

All travellers need to do is book travel at participating supplier websites or forward itineraries to [plans@concur.com](mailto:plans@concur.com). The user will receive a confirmation email from Concur letting them know if their travel plans were successfully imported, which includes a link to view the itinerary in Concur.

A travel arranger may email plans to [plans@concur.com](mailto:plans@concur.com) on behalf of a traveller. The arranger must include one of the traveller’s registered email addresses in the subject line or in the first line of the email. The plans will be placed in the traveller’s Trip Library, and will appear in TripIt and Concur Mobile.