TripIt 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 his or her 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, users can easily check out your options with just a tap.

- **Seat Tracker**: TripIt Pro tells travelers when a desired seat becomes available. When travelers receive a seat alert, contact the airline carrier or booking agent to claim that 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 user’s destination is nobody’s business, he or she can always designate a trip as private, and nothing will be shared.
Activating TripIt Pro

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

- If you had previously connected to TripIt from Concur, you don’t need to do anything and you will automatically be upgraded to TripIt Pro.
- If you had signed up for TripIt or TripIt Pro outside of Concur, click the TripIt Sign In to link your Concur and TripIt accounts.
- If you had never signed up for TripIt or TripIt Pro, click on Sign Up button to link your Concur and TripIt accounts.
2. You can also use your Profile at activate TripIt and connect Concur and TripIt accounts. Select your Profile menu in upper right corner of your screen. Select **Profile > Profile Settings > Connected Apps** close to 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

![App Center](image)

4. After you complete the process, your TripIt Pro subscription will start within 24 hours. Upon activation, you will receive an e-mail from TripIt Support welcoming you to TripIt Pro. Also download the TripIt app on your mobile device.

![Verify email](image)

**Verify your email to start using TripIt.**

Welcome to TripIt! Just verify your email to get started.

**Verify Email**

We just need to make sure you're you.

After you click the confirmation link Concur will send travel confirmations directly to TripIt when you make or change plans with them. You can add more details to your trip by forwarding travel confirmations to plans@tripit.com and we will add them to your itinerary.

Happy travels,

TripIt
Accessing TripIt Pro

There are two ways to access TripIt Pro.

- **Website:** You can access TripIt Pro through the website [www.TripIt.com](http://www.TripIt.com)

- **Mobile app:** You can also access TripIt Pro on your mobile device

**Downloading the Free TripIt Pro Mobile App**

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

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

**Business Travel Using TripIt Pro**

- Trips booked within Concur or through Conlin Travel are automatically synchronized with TripIt.
- Forward hotel and other travel confirmations not booked within 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 TripIt 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 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**.