

SAP Concur



Get Started with Travel Partner Integrations and Triplt Pro



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Getting Started

You will learn how to enroll in Concur “TripLink” Travel Partner Integrations and connect the Triplt App to Concur to manage both your business and leisure travel with Triplt Pro. Triplt Pro allows you to stay one step ahead when you travel, while Travel Partner Integrations connects your frequent traveler accounts to Concur, making it easier for you to book travel how you like but still be compliant with policy. You have access to both for free—a benefit for University of Kansas employees.

Please follow each section thoroughly. Complete steps in the order they appear for a successful set-up.

Section 1: Add your Reward Accounts and Enroll in Travel Partner Integrations

Enrolling in Travel Partner Integrations connects your Frequent Traveler reward accounts to your Concur profile. This allows your travel reservations booked directly with participating partner vendors to be available in both Concur and Triplt. Additionally, electronic receipts from these connected accounts flow into Concur, leaving you with one less receipt to keep track of. **You only need to enroll once.**

- 1 Log in to Concur at concur.ku.edu.
- 2 Click on the **Profile icon** in the upper right-corner of the screen, then **Profile Settings**.
- 3 Click on **Personal Information**, scroll down to the **Email Addresses** section and verify* your email address(es).

*Verifying your email addresses helps travel confirmation emails and receipt images to be recognized, which are necessary for future steps. You can add and verify a personal email address if you wish.





















Email Address	Verification Status	Verify	Contact?	Actions	
Email 1	john.smith@company.com	Verified	Disable Verification	Yes	

4 Next, scroll down to the **Frequent-Traveler Programs** section.

- Add or update any reward program numbers you have with airlines, hotels, or rental car companies. Then click **“Enroll”** to enroll in Travel Partner Integrations with your participating programs.

Frequent-Traveler Programs

Your Frequent Traveler, Driver, and Hotel Guest Programs + Add a Program

	 American Airlines AA Advantage	Search this vendor	<input type="text"/>		
	 Delta SkyMiles	Search this vendor	<input type="text"/>		
	 Southwest Rapid Rewards	Search this vendor	<input type="text"/>		
	 National Emerald Club	Search this vendor	<input type="text"/>		
	 Marriott International (EM) Marriott (All) (EM) Marriott Bonvoy	Search this vendor	<input type="text"/>		

Travel Partner Integrations

When you allow travel partner integrations, we'll be able to add plans and receipts for the business travel you book to your SAP Concur account. Bookings must be made on participating and connected sites for the integration to work. This will help you spend less time managing and expensing your trips.

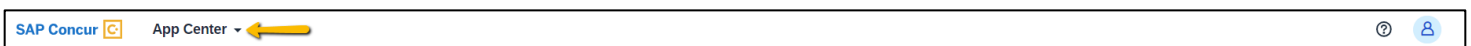
Connecting accounts allows integrations between your SAP Concur account and the accounts of participating travel partners stored in your profile. You can add account connections by selecting **Add an Account**. Important [terms and conditions](#) apply. SAP Concur must share information with travel partners as part of connecting your accounts. Select **Enroll** below if you would like to allow these integrations. By enrolling, you agree to these terms and acknowledge that you have reviewed the information on [e-receipts](#) and [data sharing](#).

Note: You will receive an email confirming your connection to your reward account program when the connection between the reward account program and Concur is live. It may take several minutes for connections, and new programs can be added to your Concur profile and connected later. A list of participating partners is provided on page 7.

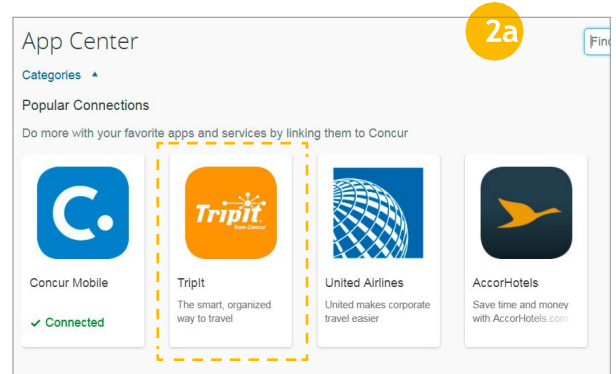
Section 2: Connecting Triplt Pro and Concur

Triplt Pro organizes all your travel plans in one place, creating a master itinerary for each of your trips. Download the app to access travel plans anytime, anywhere and enjoy real-time flight alerts, gate change notifications, and more. Once enrolled and connected to Triplt, by indicating the trip is for Business/Corporate travel, Triplt Pro will add reservations for business trips booked on travel partner sites to Concur, so you are in compliance with policy. Your receipts will automatically be sent to Concur for easier processing. **You only need to enroll once.**

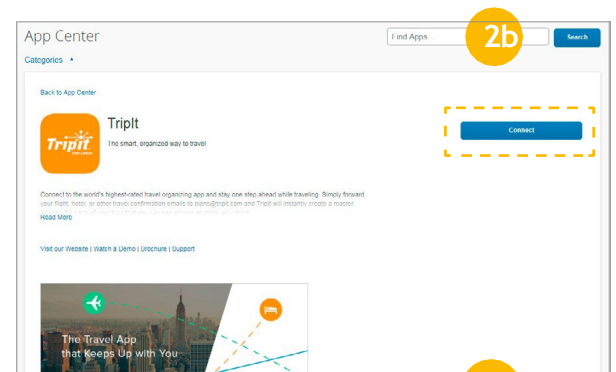
- 1 Log in to Concur at concur.ku.edu and click on the **dropdown** to find the **App Center**.



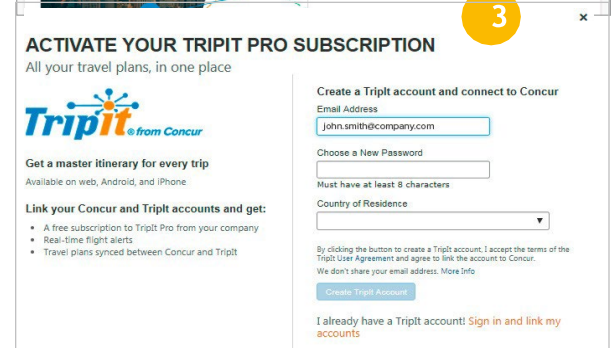
- 2a Once in the App Center, find the **Triplt** tile and click on it.



- 2b When you're ready, click **Connect** to connect your Triplt account to Concur.



- 3 A pop-up will appear to activate your complimentary Triplt Pro subscription. You can either **sign up** for a Triplt account or **sign in** to an existing Triplt account.



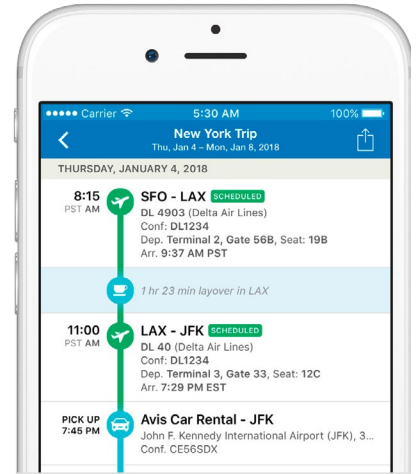
- Make sure the email address you use for your Triplt account is the KU email you verified **within your Concur profile** as stated in Section 1, step 3.
- If you're creating a Triplt account for the first time, you'll receive an email from Triplt asking you to verify your new account. Please verify your account per the email instructions.

- 4 Now that your Concur account is connected to your Triplt account, you are ready to download the app on your phone. Search for "Triplt" in the App Store or Google Play store.

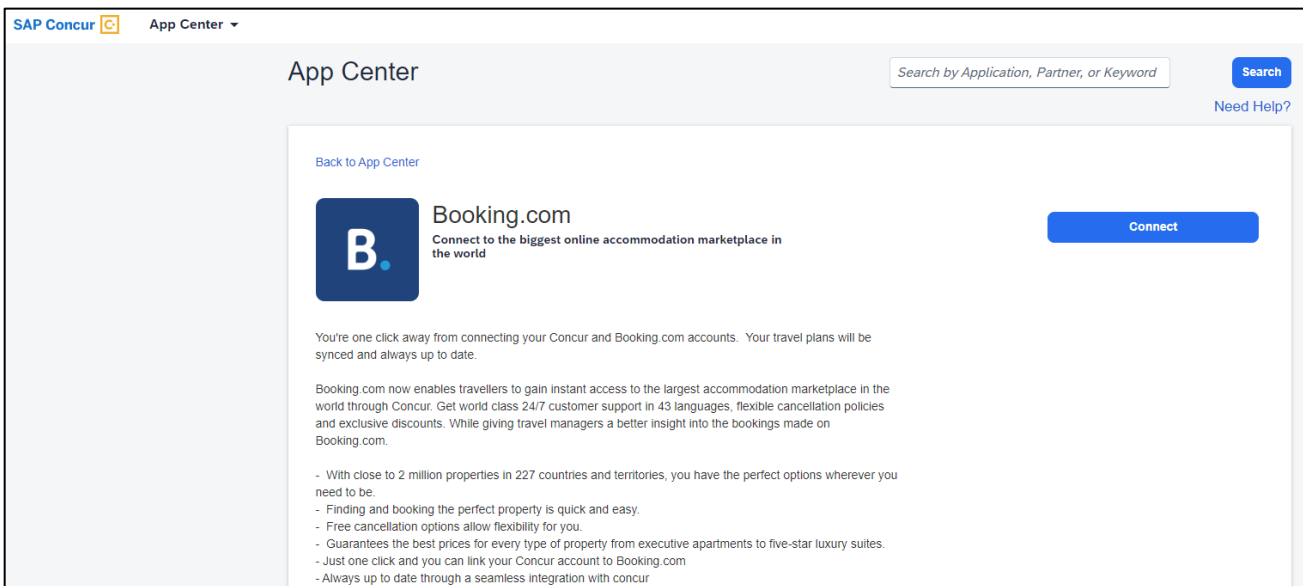
5

Once downloaded, log in to the Triplt app using the same email and password you used in step 3.

- You can see your existing bookings from Concur in the Triplt app. This is because you connected your Triplt account with your Concur account.
- Now when you book in Concur or directly through a linked travel partner vendor, your reservation will be in both Concur as well as the Triplt app.
- Additionally, if you need to book directly with a non-partner travel vendor, from your verified email you can forward your travel confirmation emails to: plans@tripit.com. This will instantly create a reservation in Concur as well as the Triplt app.



Note: Other travel partner vendors not listed in your Frequent-Traveler Program section of your Concur Profile, such as Booking.com can be Connected directly in the App Center.

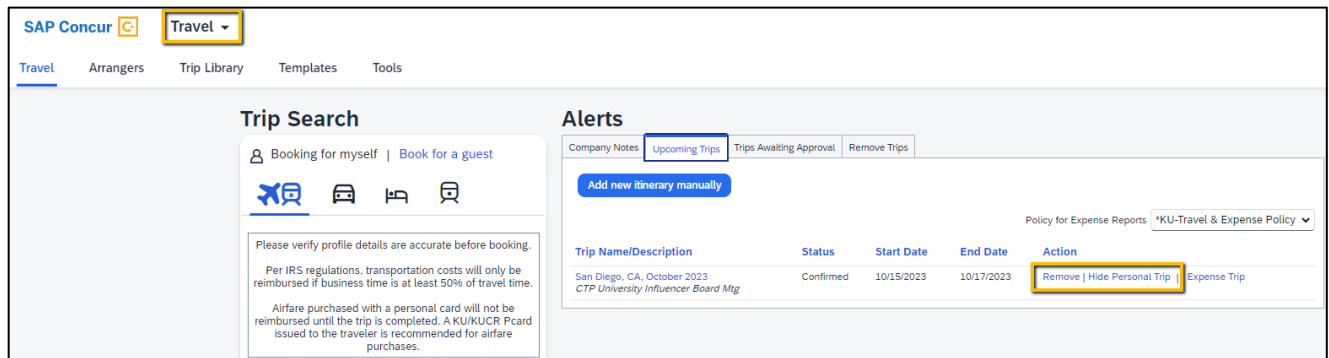


Section 3: Maximizing Triplt Pro for Business and Leisure Travel

Triplt Pro is an easy way to organize all your business and leisure travel plans. As soon as your itinerary is created in Triplt, you can mark a trip as business or personal in the app or in Concur. When Concur partner integration is enabled, this helps to make expensing your business trips quick and easy.

Did you know...

- 1 From the Triplt app or your Concur Travel page, you can **Remove or Hide a Personal Trip** that you did not intend to submit to Concur. Or you can Add a new itinerary or itinerary items to an existing itinerary manually.
 - Watch this [video](#) to learn how to manage both business and leisure travel with the Triplt app.



- 2 Flights booked through connected partner websites should be changed or cancelled directly on those websites. The change or cancellation will be reflected in Concur and Triplt.
- 3 Trips booked through connected partner sites or non-partner sites and emailed to plans@tripit.com **cannot** be changed or cancelled in Concur or with our travel agency CTP. Removing a TripLink reservation manually only removes the record of the booking in Concur.
- 4 Enrolling in Travel Partner Integrations automatically enrolls you for automated E-receipts in Concur.
- 5 If you are a Travel Arranger for another KU employee, you should verify* your KU email in your Concur profile. Then you will be able to forward non-partner travel vendor bookings made for your travelers to plans@tripit.com with the traveler's verified KU email address in the subject line. This will create a reservation for that traveler in their Concur account.
- 6 In the Triplt App, discover other features in the menu bar now available to you with your complimentary Triplt Pro subscription such as Point Tracker, Interactive Airport Maps, Seat Tracker, Travel Alerts, and more.

*Verifying your email addresses helps travel confirmation emails and receipt images to be recognized, which are necessary for Concur to identify the correct traveler profile/account.

- 7 Here are the Concur “TripLink” Travel Partners* that can be “Connected” through your frequent traveler programs in Concur and booked as well as changed directly on the vendor websites.

Concur TripLink supplier network integrations provide visibility into spend, enable duty of care, make life easier for travelers



Future Concur TripLink integrations



*Note: New partners are being added as Concur works with various travel vendors.

IMPORTANT ITEMS TO NOTE:

Which Travel Partner Integrations are supported on **BOTH** Web and Mobile App bookings?

American Airlines, Delta Airlines, Lufthansa, United Airlines, InterContinental Hotels Group (IHG), Hyatt Hotels Corp, and Trainline Europe

Which Travel Partner Integrations are **ONLY** supported on the Web?

Booking.com, and Marriott International

Why should you always indicate the trip is for Business/Corporate Travel when booking on a Partner website instead of just forwarding the email confirmation to plans@tripit.com?

When you connect the partner site to Concur by indicating the trip is for Business/Corporate Travel, our contract discount prices will be visible and available for you to select when applicable. Additionally, those connected purchases are counted towards our contract spend to help us negotiate bigger discounts and better perks going forward.

You are Now Finished!

For further questions or concerns, please contact KU Concur support at either travel@ku.edu or concurhelpdesk@ku.edu.

Additional Resources:

[KU Travel Services website](#)

Concur TripLink Info & Demo:

<https://www.youtube.com/watch?v=BmlQ3wK-zKg&pp=ygUPY29uY3VyIHRyaXBsaW5r>

Organize Travel Plans with Triplt:

<https://www.youtube.com/watch?v=KRT2BBwHRIM>

Connect and Book on Delta Airlines:

<https://www.youtube.com/watch?v=FiXxk5Oj1E0&pp=ygUPY29uY3VyIHRyaXBsaW5r>

Connect and Book on United Airlines:

<https://www.youtube.com/watch?v=0dsQfpd53nM>

Connect and Book on American Airlines:

<https://www.youtube.com/watch?v=bRUCI6fqEtI&pp=ygUPY29uY3VyIHRyaXBsaW5r>

Connect and Book on Lufthansa Airlines:

<https://www.youtube.com/watch?v=Hhq5Siftovw&pp=ygUPY29uY3VyIHRyaXBsaW5r>

Connect and Book on Marriott:

<https://www.youtube.com/watch?v=5bXiiH0XW34>

Connect and Book on Hyatt:

<https://www.youtube.com/watch?v=UePE2AGniok>

Connect and Book on Booking.com:

https://www.youtube.com/watch?v=7S8Wc11_j4I