

Use the Triplt Pro Mobile App

The Triplt app allows you to organize your trips and access your travel itinerary on your mobile device. The app will notify you about any flight changes or delays.

Activate your Triplt Pro subscription before you download and install the app.

Activate Your Triplt Pro Subscription

1. Log in to Concur
 - On the home page in the top menu bar, click *App Center*.
 - Click *Triplt* (Figure 1).

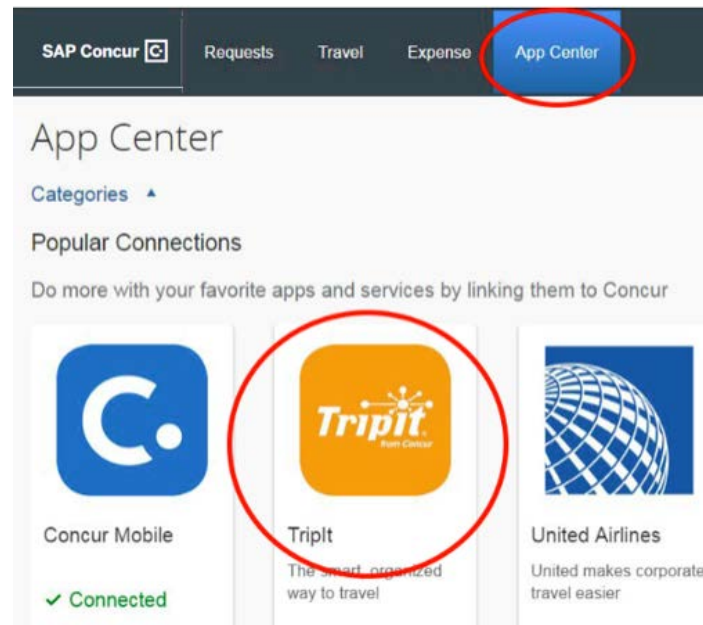
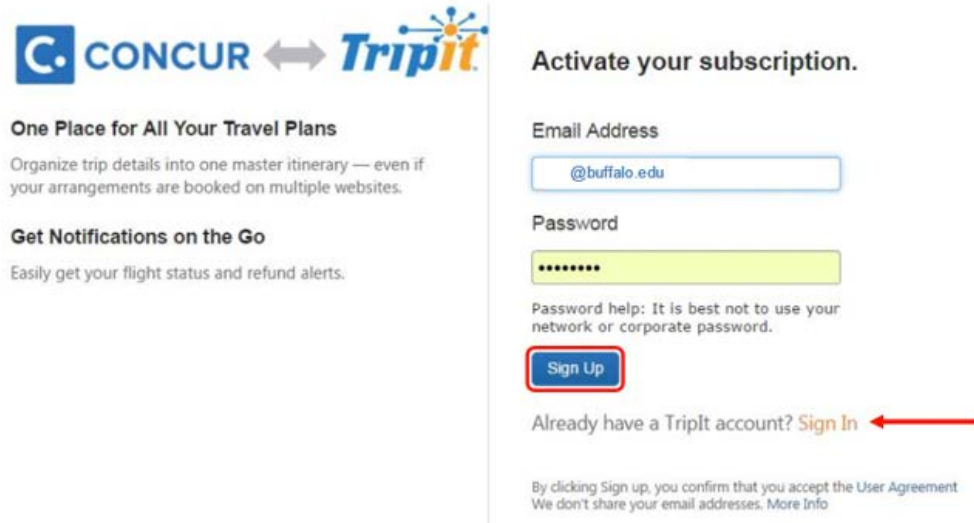


Figure 1

2. Activate Your Triplt Pro Subscription
 - If you have an existing Triplt account, click *Sign In* (Figure 2).
 - If you do not have an existing Triplt account, create a new one (Figure 2):
 - In *Email Address*, enter your @buffalo.edu email.
 - In *Password*, create a password that is different from your UBIT password.
 - Click *Sign Up*.

ACTIVATE YOUR TRIPIT PRO SUBSCRIPTION

You now have TripIt Pro to help you manage all your trip details.



C. CONCUR ↔ **TripIt**

One Place for All Your Travel Plans
Organize trip details into one master itinerary — even if your arrangements are booked on multiple websites.

Get Notifications on the Go
Easily get your flight status and refund alerts.

Activate your subscription.

Email Address

Password

Password help: It is best not to use your network or corporate password.

[Sign Up](#)

Already have a TripIt account? [Sign In](#) ←

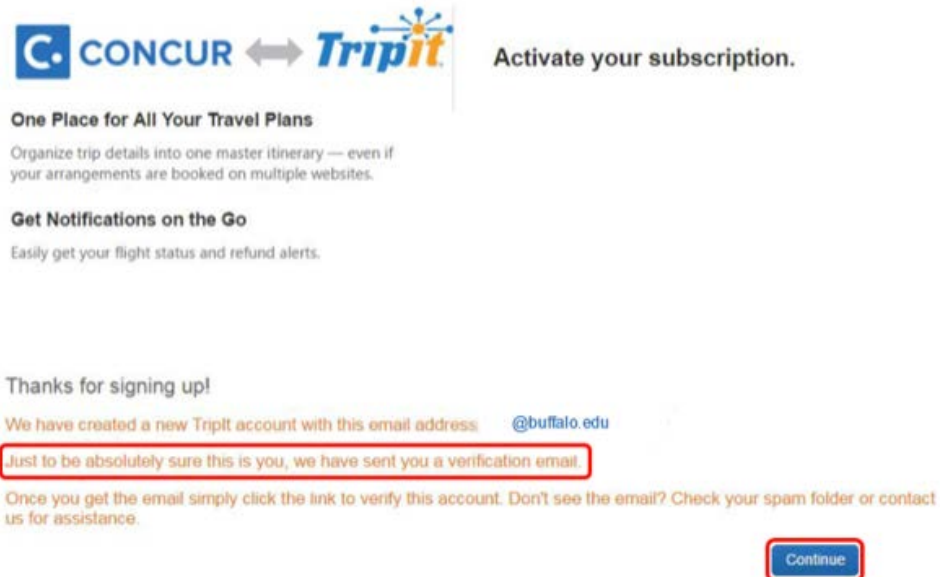
By clicking Sign up, you confirm that you accept the User Agreement. We don't share your email addresses. [More Info](#)

Figure 2

The next screen notifies you that you will receive a verification email. Click *Continue* (Figure 3).

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[Continue](#)

Thanks for signing up!

We have created a new TripIt account with this email address: [@buffalo.edu](#)

Just to be absolutely sure this is you, we have sent you a verification email.

Once you get the email simply click the link to verify this account. Don't see the email? Check your spam folder or contact us for assistance.

[Continue](#)

Figure 3

For travel and expense system support, email ubs-travel-expense-support@buffalo.edu

- Check your inbox for the verification email from Triplt. If you do not see it, check your junk folder.
 - When you receive the email, click the link to activate your Triplt account.
3. Download and Log in to Triplt Mobile App
- Go to your device's mobile app store to find and download the Triplt app.
 - Open the app on your mobile device and log in:
 - Your username is your @buffalo.edu email address.
 - Your password is the password you created for your Triplt account.

Use the Triplt Pro Mobile App

1. Update App Settings
 - When you first open the Triplt Pro app, update the settings. At the bottom click *More*, then click *Settings*:
 - Update your *Push, Email* and *SMS Notifications* to select how you want to receive notifications from the app.
2. Use the Triplt Pro Mobile App

Explore the app's home screen (Figure 4). Click to view your upcoming and past trips. There are two ways to add a new trip:

 1. Click *Add Trip* and enter your trip information.
 2. Forward your travel confirmation emails to plans@tripit.com.

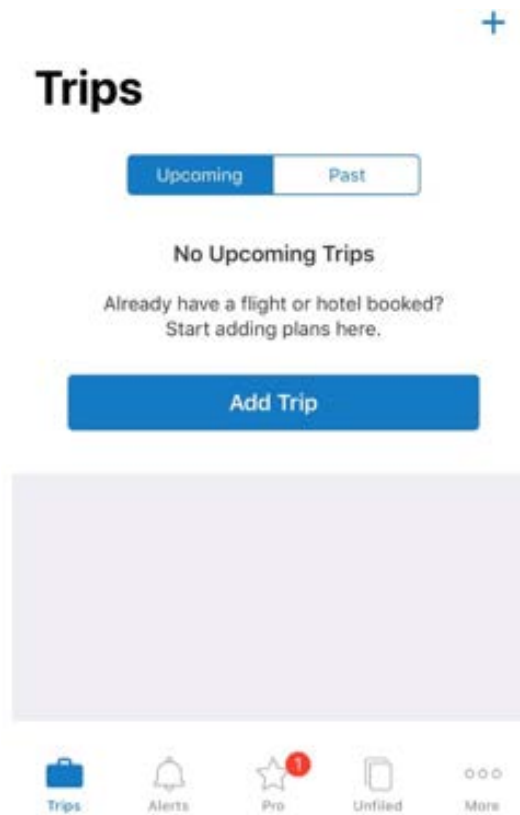


Figure 4

There are 5 buttons at the bottom of the home screen:

1. Tap *Trips* to view your upcoming trips.
 - View your travel itineraries, add activities and review flight details.
2. Tap *Alerts* to view travel alerts and updates.
 - View travel alerts including flight delays, gate changes and baggage pickup.
3. Tap *Pro* to plan and research your travel.
4. Tap *Unfiled* to view unfiled travel items that are not associated with a trip.
5. Tap *More* to access your profile, settings and help.