Concur TripLink simplifes business travel and expensing. When you enable connections between your frequent traveler accounts and your SAP Concur account, plans and receipts from business travel bookings' with these partners will be added to your SAP® Concur® account for you.

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Sign into the web version of your <u>SAP Concur solution</u>. In the main navigation menu, select . Please have your frequent tr b

connection.

If you're creating a new TripIt account, you'll receive an e-mail with instructions on how to verify your account. Then, add any additional e-mail addresses you wish to forward conf rmation e-mails from in your TripIt Prof le settings.

In the section, enable travel partner integrations to link Concur TripLink travel partners to your SAP Concur account. You can add frequent traveler numbers and manage these connections.

For more information about Concur TripLink, visit our <u>Traveler</u> Resources page.

Once your TripIt account is created, <u>download the TripIt app</u> to get real-time travel alerts and access your itinerary on the go.