Job Aid: Using the TripLink Feature in Concur

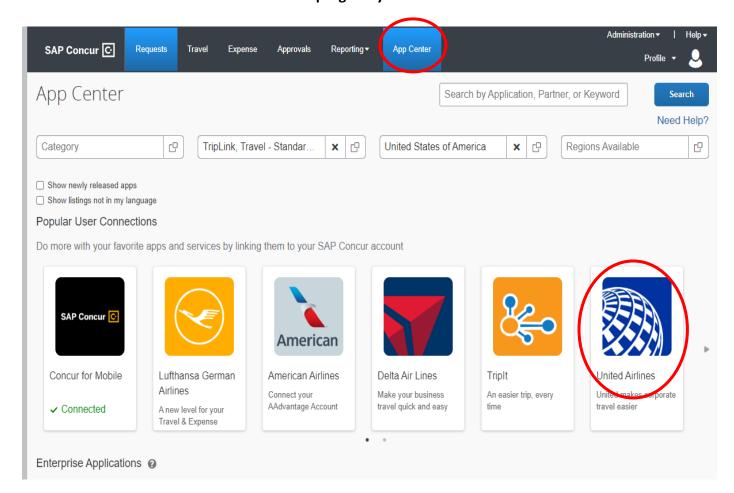# How to connect the TripLink feature in Concur

Concur includes a feature called TripLink which allows travelers to enter their loyalty numbers (frequent flyer ID or other affinity program ID) to take advantage of these program offerings.

TripLink provides a level of convenience for travelers who are enrolled in these programs. Once a traveler is "linked" via TripLink, the Traveler can book business travel directly with airlines or with a hotel. TripLink will pull the reservation into Concur. Itineraries and e-receipts are automatically brought into the traveler's Concur profile.
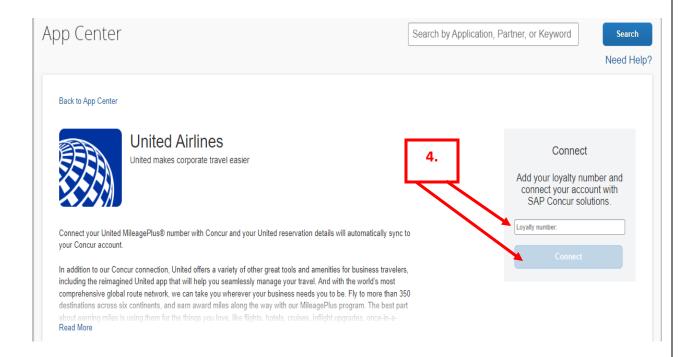
 To book directly with airlines, TripLink must be activated to pull the reservations into Concur.

Use the following steps to connect your loyalty programs in Concur

1. **Sign into Concur**
2. **Select the App Center on the top toolbar**
3. **Select the Airline or Hotel whose program you want to link**

4. Add your loyalty number and click the Connect button. The vendor will send an email within 24 hours notifying you of your connection status. *This is a separate process from adding loyalty information into your user profile.*

- Once you are connected and you receive the notification email confirming your status, you can book directly with an airline or hotel. Make sure to **mark your booking as business** so it connects with Concur.

- Your Profile will be automatically updated with your connected loyalty program numbers.

- Visit your Profile Personal Information tab to confirm the loyalty program shows up.

- Enrolling your loyalty programs in Concur allows airlines and hotels to automatically submit itineraries and eReceipts to Concur.

- If you have already connected your loyalty programs, no further action is needed.