



Concur Open Booking

What is Open Booking?

Open booking allows users to book reservations outside of Concur and then forward those plans into Concur to be added to their business travel itinerary. While there are many benefits to making reservations through Concur, we realize sometimes that is not always feasible, such as when trying to obtain discounts directly from the vendor that aren't available to the general public. In those cases a new option now exists so that you can consolidate all your plans into one itinerary and enables Concur to receive and generate e-receipts that attach to your expense report.

How Does Open Booking Benefit Me?

Open Booking allows you to make reservations directly with vendors outside of the Concur system while still being able to access all of your plans through your Concur itinerary, and also through Triplt Pro which is provided to all Texas A&M University System Concur users. Having all your plans consolidated into one itinerary allows you to quickly view plans while in travel status, enables Concur to receive and generate e-receipts that attach to your expense report, and allows you to take advantage of special rates or discounts that might not be available within Concur due to vendor restrictions. An example would be conference hotels where there is a specific code for only the conference attendees, not the general public. The hotel will not make this rate available through Concur. A user could book directly with that hotel using the code, and then forward their confirmation into Concur to be joined up with their airfare and car reservations into one itinerary by sending those confirmations to plans@concur.com from their verified email address.

What is Triplt Pro?

Triplt Pro is a service that consolidates all your plans into one itinerary accessible via the Triplt app on your smartphone or on the web at www.tripit.com. It includes maps that sync in with the GPS navigation on your phone, notifications of flight changes and gate changes, ability to share plans with others, get alerts when better seats become available, track your frequent traveler points, etc. This service is included at no cost for Texas A&M University System Concur users.

How do I use Triplt Pro with Concur?

Sign up at www.tripit.com or download the mobile app from your app store (iOS, Android, Blackberry, Windows Mobile) and create an account. Then in Concur you can link your Concur profile to your Triplt

Account. Any plans created in Concur will automatically sync into Triplt Pro. You may also use Triplt Pro for your personal trips by simply forwarding your travel confirmations from your verified email to plans@tripit.com and those plans will be available for you to view. Your personal trip details will not sync into Concur. A delegate can also send confirmations in on behalf of their travelers.