TRIPLINK & TRIPIT

Didn’t use CardQuest’s Travel Portal to book your trip? Use TripLink to link your itinerary to CardQuest.

CardQuest Expense Users

TripLink or Open Booking will allow Caltech to capture travel booked outside CardQuest’s travel booking portal. This data is used to increase our savings with travel vendors while providing travelers with the same convenience of having their travel itineraries in one place, regardless of how or where you make your reservations.

To make this possible, we are pleased to provide you with a complimentary subscription to TripIt. It’s like having your own personal travel assistant to keep you organized and in the know while you’re traveling.

Follow the simple steps below to connect your CardQuest and TripIt account. Once you’re up and running, you can forward reservations and other activities booked outside of CTP to plans@concur.com or plans@tripit.com and they’ll be instantly added to your trip list.

And, it gets even better! To make submitting your expenses even easier, your Open Booked itineraries will be available to generate an expense report in CardQuest.

What’s TripIt?

TripIt gives you all the benefits of having – all your travel plans in one place and access on your smartphone, in your calendar or anywhere online – along with premium features, including:

- **Flight Alerts** – text/e-mail alerts for delays or cancellations and helpful reminders
- **Airfare Refunds** – alerts you if you’re eligible for a refund or credit on U.S. flights
- **Alternate Flight Search** – instant access to view alternate schedules and open seats

Getting Started

1. To link your CardQuest and TripIt account, click the Profile tab, and then select Connected Apps. Upon activation, you will receive an e-mail from TripIt Support welcoming you to TripIt.
2. To stay connected on-the-go, download TripIt for iPhone®, iPad®, Android®, BlackBerry® or Windows® Phone 7.