

EASILY MANAGE AND ORGANIZE TRAVEL FOR YOUR TEAM.

Whether you're an office manager, assistant or anyone else who plans travel, arranging travel in TripSource® is the easiest way to stay on top of your travelers' plans.

GETTING STARTED

The travel arranger feature is only available when using the desktop version of TripSource at tripsource.com. It is not available for use on the mobile app.

For you to manage a traveler in TripSource, you must both have your own TripSource account.

The traveler must use TripSource to manage their profile or use Concur in conjunction with TripSource. You can request permission to book travel and/or edit a traveler's profile, or a traveler can designate you as their arranger.

If you request permission it will generate an email to the traveler, and the traveler either approves or denies the request. A confirmation email is then sent, letting you know the traveler has actioned your request.

Your company also now has the option of making you a company-wide arranger*.

As a company arranger, you can be assigned all travelers in one step. This ensures you are recognized as an eligible arranger when calling in to make a reservation. Company arrangers are not granted the permission to edit, so the traveler maintains control over their personal data.

* Requires activation.

Important note: If you have trouble accessing the TripSource profile system, make sure you are only using your email address in one profile. If your email address is used in multiple profiles, log in [here](#).

MANAGE TRAVEL

Use TripSource to manage your trips and then switch to Arranger mode to manage your travelers. When you log in to TripSource, you'll see this navigation menu:

The navigation menu includes the following items:

- CloudVenture**: Logo and brand name.
- Trips**: Access all of your past and upcoming trips in a single, organized view.
- Travel Program**: Review your company policy.
- Book**: Book* the perfect trip for yourself. The ability to book is determined by your company's set up.
- Trip Authorizer**: Settings icon.
- Favorites**: Save your favorite hotels. You will only see your favorites listed, not your travelers'.
- Message Center**: Relevant notifications for your trips.
- Languages**: Choose from a menu of seven application languages.
- Account**: Update your account profile and customize your experience to your liking.

ARRANGER MODE

Click on **Arranger** to begin.

If you do not see the 'Arranger' icon, you may not be designated as an arranger yet. A traveler must add you as an arranger for it to be displayed in the navigation bar. If you need assistance, contact your travel manager or BCD Travel program manager.

Once you've been designated as an arranger, the 'Arranger' icon will always be visible in the navigation bar, even if you don't have any listed travelers.

Managing trips for your travelers has never been easier. In Arranger Mode, you can easily locate your travelers, book upcoming trips, view past trips and so much more.

The interface shows a search bar for traveler email addresses. Below the search bar, a list of travelers is displayed, including "Dove, Diego" and "Partridge, Petra". A "Book Trip" button is visible. A list of upcoming trips is shown, including "Elmhurst, IL", "San Francisco, CA", and "Mumbai, IN". A "Back to Trips" button is in the top right corner.

Click to return to your trips (exit Arranger Mode).

Book* hotel, car and flight for the selected traveler.

View your travelers' past travel plans.

View upcoming travel plans for your travelers.

Find travelers who have designated you as their arranger.

! Indicates that the user **has not registered** for TripSource. Encourage them to register for an account today.

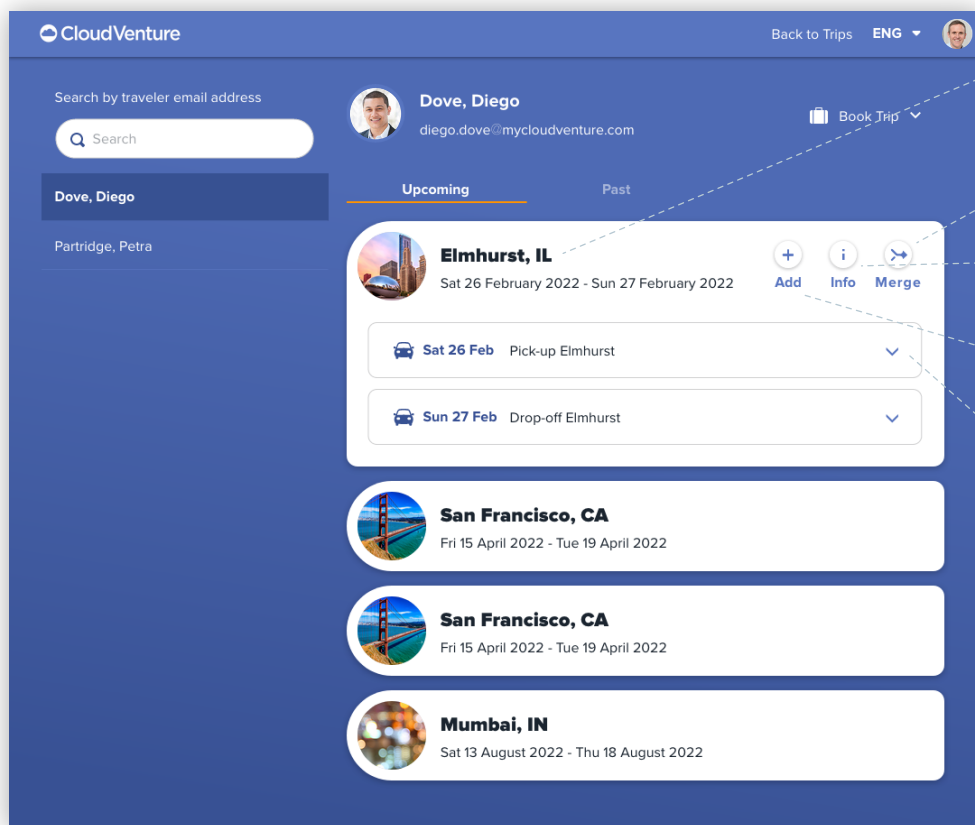
*Available in select markets and requires company participation.

For more information, contact your BCD Travel representative.

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EDIT A TRAVELER'S PROFILE

Click on the 'edit profile' link in TripSource to access the traveler's profile. Easily update a traveler's details, including personal information, emergency contact, preferences, memberships and more.



Click on a trip to expand for more details.

Merge – click to merge trips.

Info – click to display the airline record locator.

Add extra trip items like meetings and client dinners.

Click on a segment for more details. Trips can be modified in the expanded view.

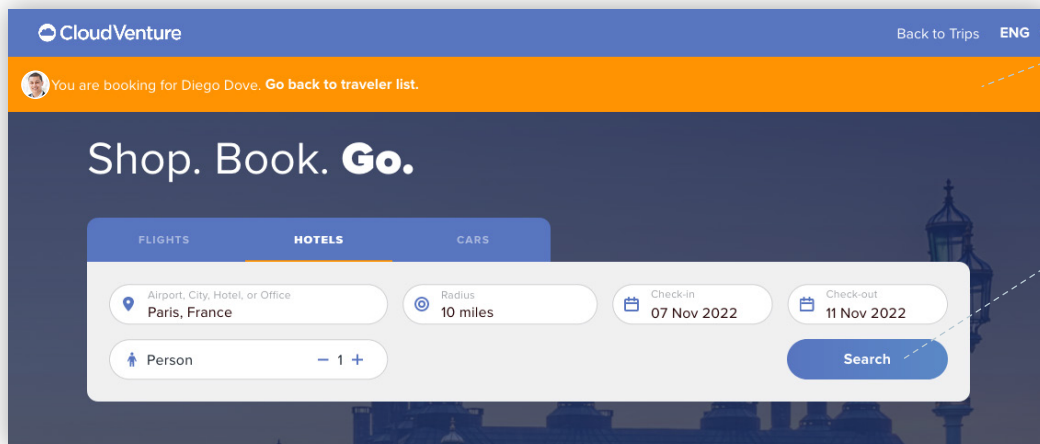
Hover over hotel segment to show cancel reservation button.


Arrangers can add, edit or delete extra trip items.


BOOK HOTEL, CAR AND FLIGHT

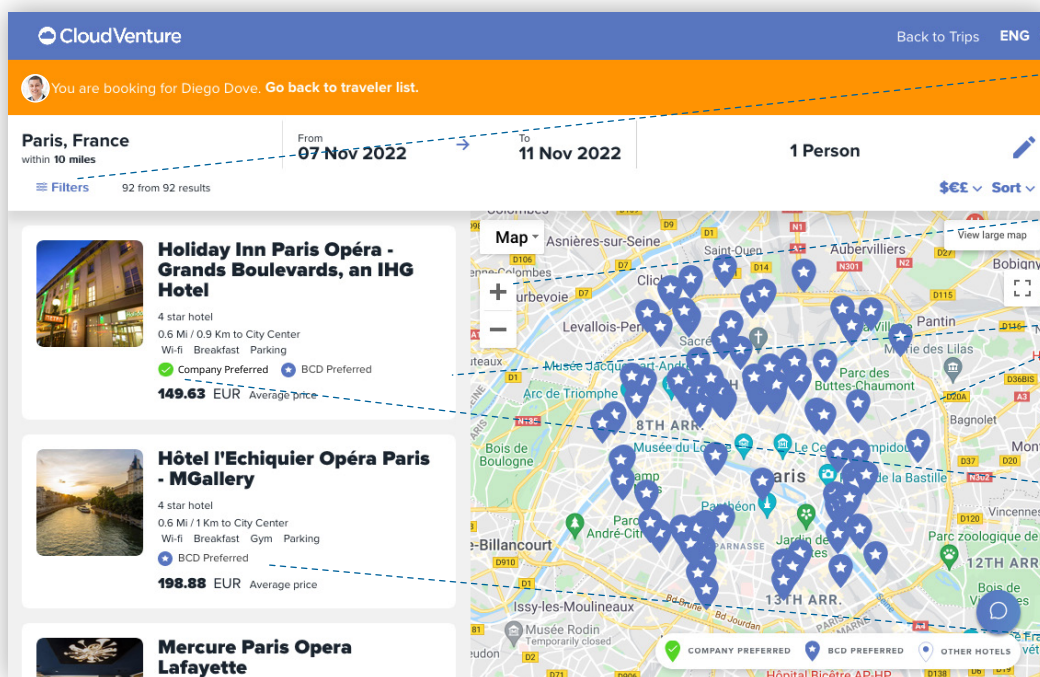
Seamlessly book* hotel, car and flight for your travelers. Search and use filters to find the best fit, review the details and book! **It's that simple.**


BOOKING A HOTEL





 **User bar** indicates that you're in Arranger Mode, and which traveler you're booking.


 Enter travel criteria and click **Search**.




 **Filter by amenities** such as free breakfast and WiFi.

 **Zoom in** on the map for additional details.

 **View** hotel type, availability, rate and descriptions by list or on a map.

 **Company preferred hotels** will be flagged with a green check icon.

 **BCD preferred hotels** will be flagged with a blue star icon.

*Available in select markets and requires company participation.

For more information, contact your BCD Travel representative.

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BOOKING A HOTEL

CloudVenture

Back to Trips ENG

You are booking for Diego Dove. [Go back to traveler list.](#)

TRAVELER DETAILS

Mr. Diego Dove

diego.dove@cloudventure.com

LOYALTY PROGRAM

Loyalty program benefits, including points, will not apply for this rate.

SPECIAL REQUEST (OPTIONAL)

Special request are passed to the hotel, but cannot be guaranteed. Additional charges may apply. Please confirm any special request with the hotel directly.

Character Limit: 255

PAYMENT

☒ Credit card
 ☐ Virtual payment

Selected hotel accepts the following credit cards:

Saved Credit Cards

Visa
 Test Tester
 Expires 05/2025
 [Edit](#)

Add Credit Card

Message from MOBILE POC EXCLUDE

QUESTION 1 OF 8

TRIP PURPOSE

Optional

Select one option

Next

CANCELLATION POLICY

You will be charged the cost of the first night if you cancel after reservation.

BILLING ADDRESS

123 Main Street
 Miami, 33024
 Florida, United States of America
 +16027218201
[Edit](#)

Book Now

Hotel Indigo Paris - Opera, an IHG Hotel
 4 star hotel
 BCD Preferred

CHECK-IN:

Mon Nov 7, 2022

CHECK-OUT:

Fri Nov 11, 2022

DURATION OF STAY:

4 Night Stay

NUMBER OF OCCUPANTS:

1 Person

YOUR BOOKING INCLUDES:

Wi-fi
 Breakfast

4 NIGHT STAY

2022-11-07	259.38 EUR
2022-11-08	259.38 EUR
2022-11-09	259.38 EUR
2022-11-10	259.38 EUR

ESTIMATED TAXES AND FEES*

INCLUDED

Estimated Total

1,037.52 EUR

DUE NOW

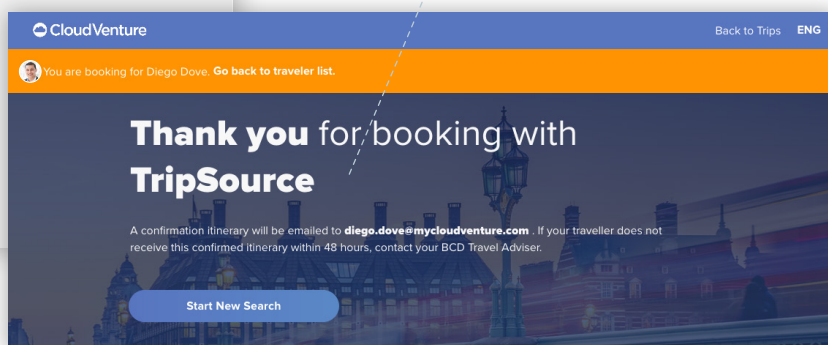
1,037.52 EUR

* May not include additional taxes, service fees or other hotel charges.

View the **estimated total**.

Review details and click **Book Now** to complete the reservation.

A **confirmation email** will be sent to both the traveler and arranger once the booking has been completed.



BOOKING A CAR

CloudVenture Back to Trips ENG

You are booking for Diego Dove. Go back to traveler list.

Shop. Book. Go.

FLIGHTS HOTELS **CARS**

Pick-up location
Paris, France (CDG-Roissy-Charles de Gaulle)

☐ Drop off at different location

Pick-up Date: 07 Nov 2022
Pick-up Time: 10:00 AM
Drop-off Date: 11 Nov 2022
Drop-off Time: 06:30 PM

Loyalty Program: Avis
Loyalty ID: [Field]

Search

User bar indicates that you're in Arranger Mode, and which traveler you're booking.

Enter travel criteria and click **Search**.

Note: If directed here after booking a flight, the search field will be pre-populated with your destination and dates.

CloudVenture Back to Trips ENG

You are booking for Diego Dove. Go back to traveler list.

Paris, France (CDG-Roissy-Charles de Gaulle) 07 Nov 2022 10:00 → 11 Nov 2022 18:30

Filters: 0 applied • 377 of 377 cars

Currency: \$€£ Sort By: Price (Lowest)

Vendor	Vehicle Category	Model	Price (USD)
Enterprise	Mini	Mini	258 ²⁰
Enterprise	Economy	Economy	262 ²⁹
Enterprise	Economy	Economy	269 ⁹³

Filter by supplier, vehicle category or transmission.

Click on **edit** to update your search parameters.

Sort to display cars by price (lowest), price (highest) or distance.

Select the currency.

View availability, car type, rate and details.

Click Details to expand.

BOOKING A CAR

CloudVenture

Back to Trips ENG

You are booking for Diego Dove. [Go back to traveler list.](#)

Change Car

Traveler Details

Traveler Name

Diego Dove

Traveler Email

diego.dove@cloudventure.com

Payment

☐ Credit Card

☒ No Payment

No payment information is needed.

You are allowed to reserve the car without payment information.

Trip Details

Your company has requested the following information to be collected alongside this booking.

Some fields may be pre-filled based on the information stored in your traveler profile.

Trip Purpose

EmployeeID

888

Division

Partial e-mail

Complete e-mail

PNR REFERENCE

this is a guideline

Important Information

ZZGZNE 2013 BPRI FR BASE RATE DOES NOT INCLUDE SURCHARGES *DETAIL RETURNED VIA DIRECT CONNECT NOTE-APPROXIMATE RENTAL CHARGES ARE BASED ON INFORMATION AVAILABLE AT TIME OF BOOKING. CHARGES FOR OPTIONAL SERVICES FUEL,INSURANCE,WAIVERS,ETC. ARE NOT INCLUDED. ADDITIONAL FEES OR SURCHARGES MAY BE APPLIED AT THE TIME OF RENTAL. CHARGES FOR ADDITIONAL OR UNDERAGE DRIVERS MAY BE LEVIED IF APPLICABLE. SEE LOCAL POLICY FOR ADDITIONAL INFORMATION AND RESTRICTIONS

Complete Booking

Trip Information

Mini

Actual car may vary from the shown.

2/4 Door

Manual

Air Condition

Enterprise

☒ BCD Travel Preferred

☒ BCD Rate

☐ Company Rate

Pick-up:

07 Nov 2022, Monday at 10:00

PARIS CH DE GAULLE APT T1 T2, ROISSY, FR

Phone: N/A

Operating hours: 07:00 AM - 11:59 PM

Drop-off:

11 Nov 2022, Friday at 18:30

PARIS CH DE GAULLE APT T1 T2, ROISSY, FR

Phone: N/A

Operating hours: 07:00 AM - 11:59 PM

ESTIMATED TOTAL *

USD 258.20

* May not include additional taxes and service fees. Does not include special equipment charges.

Review details and click **Complete Booking** to complete the reservation.

View the **estimated total**.

A **confirmation email** will be sent to both the traveler and arranger once the booking has been completed.

Thank you for booking with TripSource.

Reservation Submitted.

Your confirmation number is **1969067456COUNT**

Your total is **210.82 USD**

Your trip details will appear in TripSource within the hour, and you'll receive your itinerary at simon.starling@mycloudventure.com shortly afterwards. If you don't receive your itinerary within the next 48 hours, or if you need assistance with your reservation, contact your BCD Travel Advisor.

BOOKING A FLIGHT

CloudVenture Back to Trips ENG

You are booking for Diego Dove. Go back to traveler list.

Shop. Book. Go.

FLIGHTS HOTELS CARS

☒ Round trip ☐ One way

From: London, England, United Kingdom (LHR-Heathrow) To: Paris, France (CDG-Roissy-Charles de Gaulle)

Depart: 07 Nov 2022 Return: 11 Nov 2022

Departure time: Anytime Return time: Anytime

Advanced Search Search

User bar indicates that you're in Arranger Mode, and which traveler you're booking.

Enter travel criteria and click **Search**.

Click on **Advanced Search** to choose direct flights and your service class.

CloudVenture Back to Trips ENG

You are booking for Diego Dove. Go back to traveler list.

London, England, United Kingdom Paris, France Mon 07 Nov Fri 11 Nov

LHR - Heathrow CDG - Roissy-Charles de Gaulle Anytime Anytime

Filters 0 applied • 55 of 55 flights

Stops

- ☐ Direct 7
- ☐ 1 Stop 48
- ☐ 2+ Stops 0

Airlines

- ☐ Air France 1
- ☐ Alitalia 8
- ☐ British Airways 6
- ☐ Eurowings 6
- ☐ KLM 1
- ☐ Lufthansa 23
- ☐ SAS 4
- ☐ Scandinavian 4
- ☐ SWISS 6

Cabins

- ☐ Business 2
- ☐ Economy 53

Pick an outbound flight Sort By: Price (Lowest)

British Airways

London LHR 1h 20m Paris CDG From 152.95 USD

1:05 PM Direct 3:25 PM Round trip

Economy No Baggage Non-Refundable Details

British Airways

London LHR 1h 20m Paris CDG From 152.95 USD

3:00 PM Direct 5:20 PM Round trip

Economy No Baggage Non-Refundable Details

British Airways

London LHR 1h 25m Paris CDG From 152.95 USD

5:20 PM Direct 7:45 PM Round trip

Economy No Baggage Non-Refundable Details

Click on **edit** to update your search parameters.

Sort to display flights by departure time, arrival time, price or duration.

Filter by airlines, flight type and policy.

Click **Details** to expand.

Reserve your **preferred seat** directly while booking your flight.

View the **baggage allowance** for a specific flight.

Penalty fee associated with flight changes or cancellation.

TRIP SUMMARY

CloudVenture

Back to Trips ENG

You are booking for Diego Dove. [Go back to traveler list.](#)

←

London, England, United Kingdom

LHR - Heathrow

→

Paris, France

CDG - RoissyCharles de Gaulle

Mon 07 Nov

Anytime

→

Fri 11 Nov

Anytime

✎

✈

Departure flight

Change Flight

British Airways

London

LHR

11:45 AM

GMT+0

1h 20m

Direct

Paris

CDG

2:05 PM

GMT+1

153.85 USD

Details

Economy

No Baggage

Non-Refundable

✈

Return flight

Change Flight

British Airways

Paris

CDG

10:30 AM

GMT+1

1h 30m

Direct

London

LHR

11:00 AM

GMT+0

+0.00 USD

Details

Economy

No Baggage

Non-Refundable

Seats

🪑

Seat Selection

Reserve your preferred seats in advance

Select Seats

FLIGHT OPTIONS

🧳

BAGGAGE

Add BAGGAGE

+0.00 USD

BOOKING INFORMATION

All of your frequent flyer, seat preference, meal preference and credit card details will be passed with your booking request.

PROJECT CODE

Please enter your two letter project code for this trip

IMPORTANT FLIGHT INFORMATION

The airline you're traveling with has the following restrictions for your flight:

- Non-refundable

I agree to the [Purchase Conditions](#) relating to the airfare(s)

Book now

Trip Summary

Departure flight

London, England, United Kingdom - LHR

Mon 7 Nov, 11:45 AM

Return flight

Paris, France - CDG

Fri 11 Nov, 10:30 AM

Flight

69.46 USD

Taxes & fees

84.40 USD

Cost of flight

153.85 USD

Total

153.85 USD

The **total** ticket price.

Your **travel preferences** will be processed automatically.

Review details and click **Book Now** to complete the reservation.

A **confirmation email** will be sent to both the traveler and arranger once the booking has been completed.

CloudVenture

Back to Trips ENG

You are booking for Diego Dove. [Go back to traveler list.](#)

Thank you for booking with TripSource

BCD Travel Confirmation Number VYFKCG

A confirmation email will be sent shortly to simon.starling@mycloudventure.com

ARRANGER COMMUNICATIONS

Arrangers receive booking confirmation emails, but all other messaging is sent solely to the traveler. This includes messages in the Message Center, trip timeline and push notifications.

If an arranger is also a follower, or if they have their email address in the Cc field in the PNR, they will receive emails such as new trip, updated trip and flight stats. If an arranger has their email address in the Cc field in the PNR, they will also get copied on the emails from Compleat, such as e-invoices.

Using Concur?

Don't worry! TripSource receives arranger information directly from the Concur profile and passes that information seamlessly into TripSource via the profile manager.

Arranging travel in TripSource is the easiest way to stay on top of your travelers' plans. Log in at tripsource.com and click on  **Arranger** to get started!