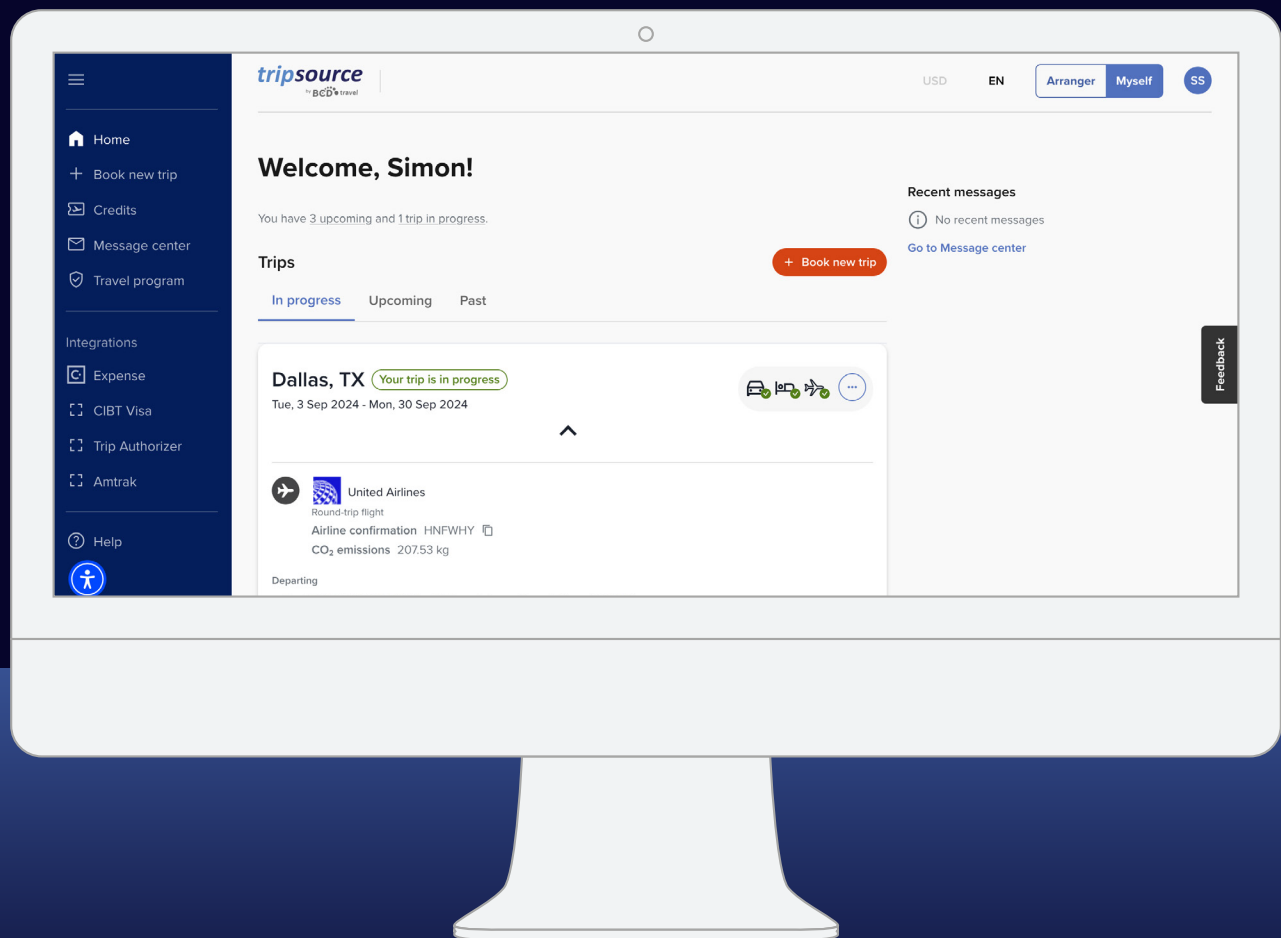


Better business travel with TripSource.

TripSource® makes business travel better through personalized experiences, meaningful interactions and transactions that save time and money.

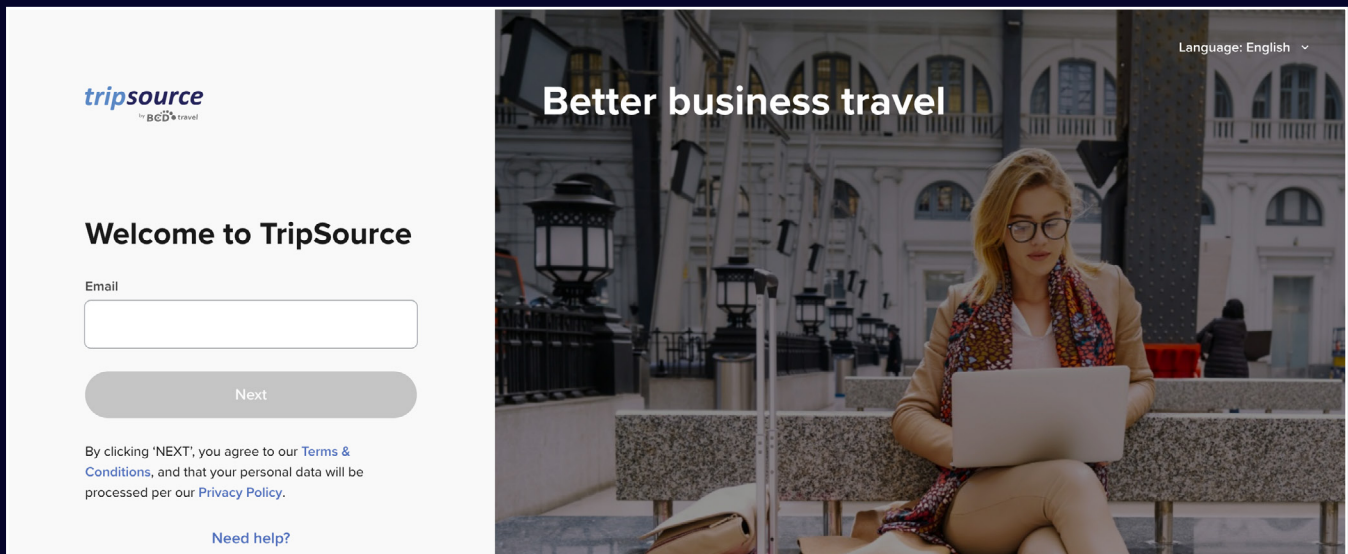
The new desktop experience provides travelers and travel arrangers with unparalleled inventory at the best fares and rates, intuitive navigation and enhanced self-service capabilities that empower users.



Getting started is easy.

Create your TripSource account in five simple steps.
Visit travel.tripsource.com to get started.

1. Enter your **company email address** and click **Next**.
2. Click **Sign up**.
3. Check your email and click the button to **verify your account**.
4. Create a **password**.
5. You're all set! **Log in** to get started.



Single sign-on directly into TripSource

Your company may offer single sign-on (SSO) into TripSource for a simplified registration and sign-on experience. Check with your travel team.

Trouble registering? Visit our [support page](#).

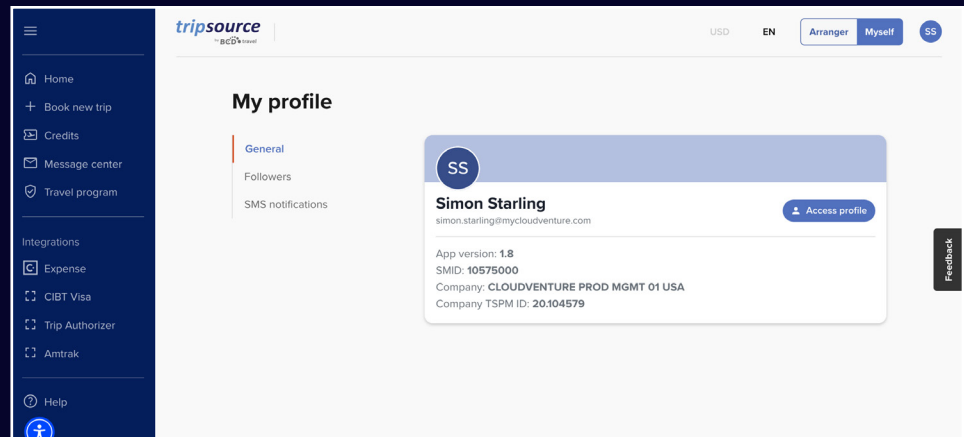
Questions? Visit our [FAQ page](#).

Now, you're registered for TripSource!

Make sure you're getting the most out of your TripSource experience.

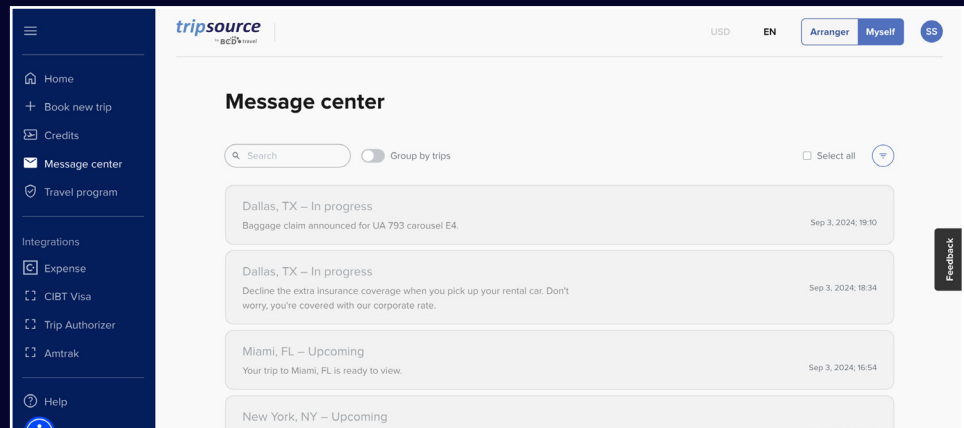
Personalize

Manage preferences and travel details to customize* the experience.



Interact

Stay informed and connected throughout the journey.

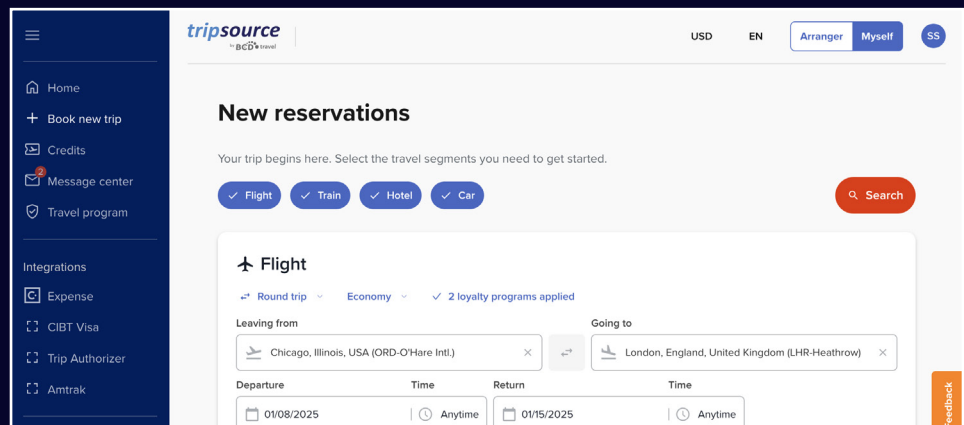


Transact

Shop and book† the best rates and fares with clear policy guidance.

**Must use TripSource Profile Manager (TSPM) as primary profile management tool.*

†Available in select markets and requires company participation.



All your trips at a glance on the new Home page.

Now you're registered for TripSource and ready to book! After you've booked your first trip, you'll have access to all your travel details immediately. Just log in to view a trip summary on the Home page.

View your trips

Select from In progress, Upcoming or Past trips. Click on a specific trip to see all the details in one place.

Add missing segments

Click the three-dot icon on a trip card to easily add any missing segments.

Share trip information

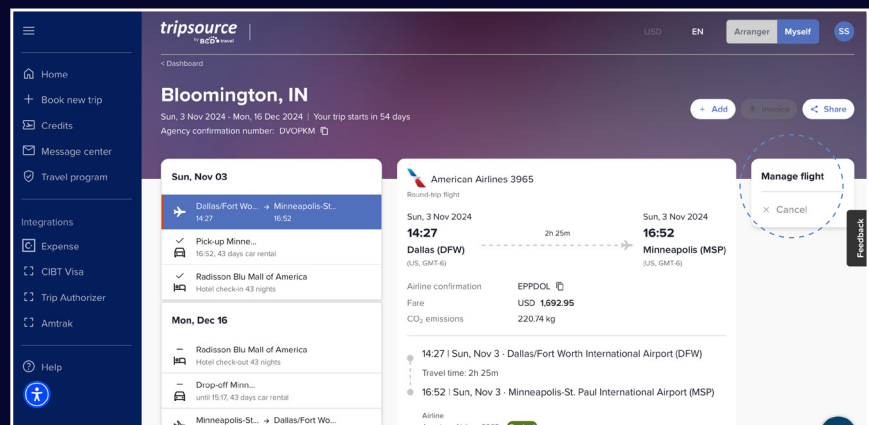
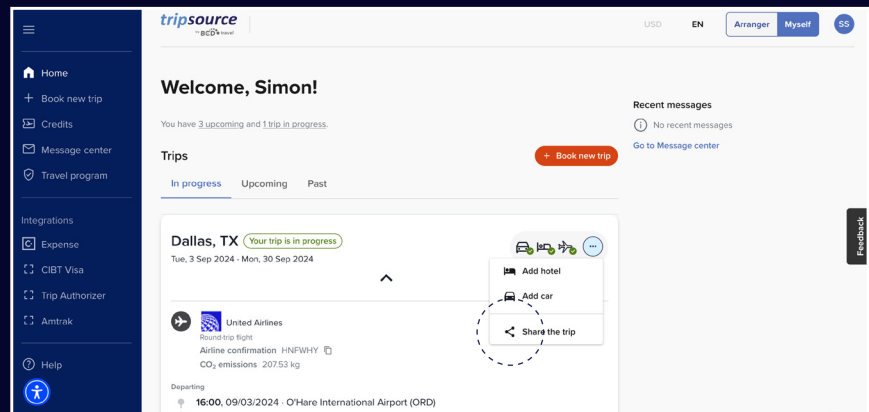
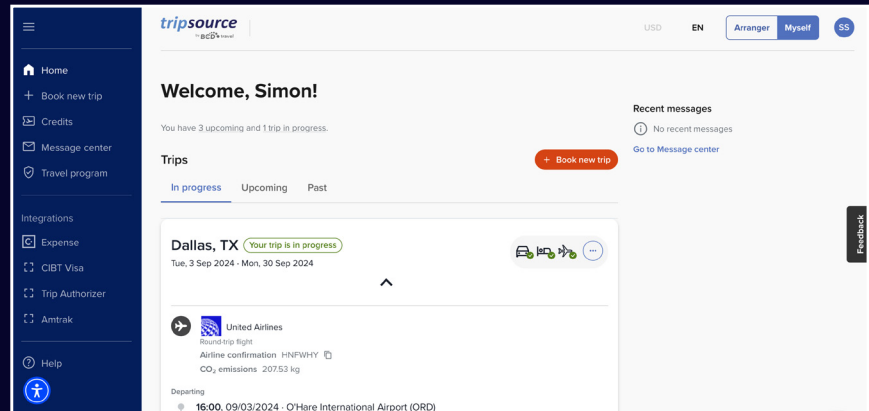
Share your trips with others to keep them updated on your progress and aware of any changes. Just click the three-dot icon on a trip card and select **Share the trip**.

Cancel segment

Click the trip card for the segment you want to cancel. From the expanded view select **Cancel** under **Manage flight / hotel / car**.

Download travel invoices*

Select a past trip, click the trip card and on the expanded view you'll see **Invoice** at the top right of the screen. Click **Invoice** to automatically download it to your computer.



*This feature is currently only available in North America.

View recent messages

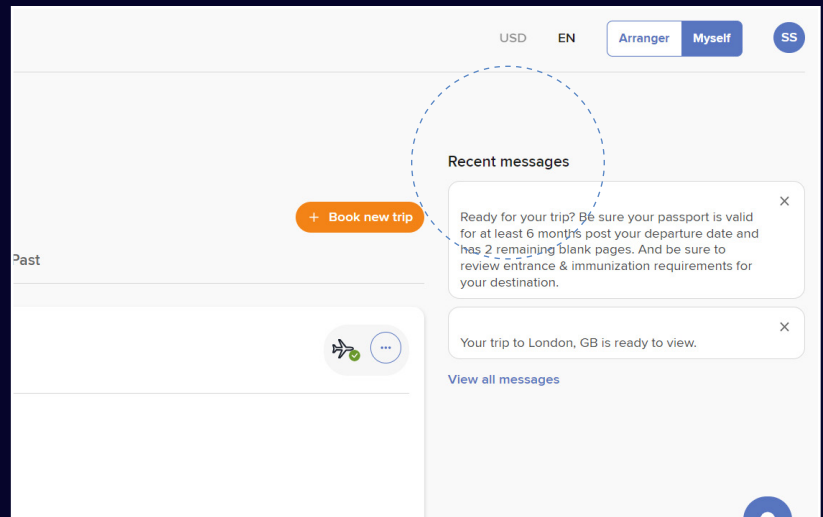
The most recent messages are front and center on the Home page so you're always in the know.

Select language and currency

Quickly select your language and currency by clicking the dropdown at the top of the page.

Switch to Arranger mode

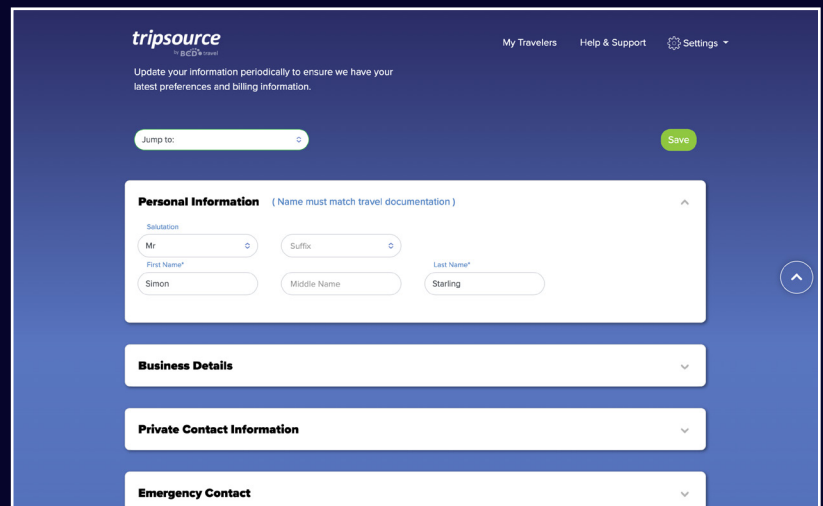
Are you a travel arranger? Discover the latest features in [this quick tutorial video](#).



Store your profile information and preferences

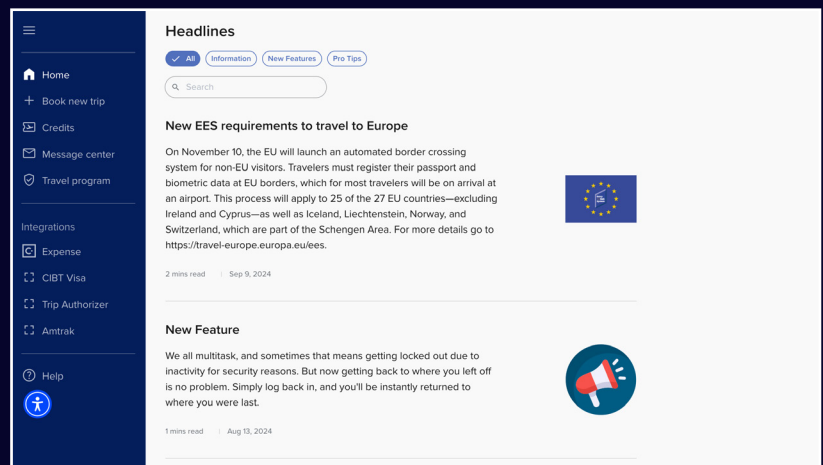
Click your initials located at the top right and select **My profile**.

Then click **Access profile** to edit profile details and preferences, including secure payment details, loyalty program information and more.



Read the latest travel news

Scroll down the Home page to see Headlines, including travel news, pro tips and fun facts.



Ready, set, book a new trip.

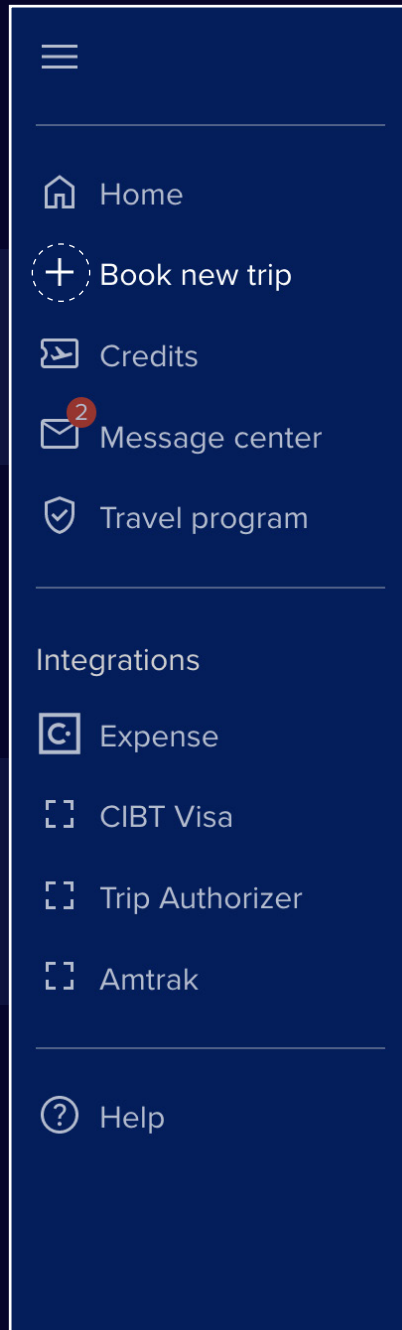
Select a flight, reserve your hotel, book your train and rent a car in just a few minutes.

There are two ways to book your trip in TripSource:

1. Select **Book new trip** from the menu or the Home page to book* directly in TripSource web.

2. Click your company's preferred booking tool under **Integrations** — no additional sign-in required.

Either way, your company's fares and rates are already loaded, so booking in policy is super easy!



New reservation

Your trip begins here. Select the

✓ Flight

✓ Train

✈ Flight

↔ Round trip ▼ Economy

Leaving from

✈ Chicago, Illinois, USA (O'Hare)

Departure

📅 01/08/2025

🚆 Train

Search, book and go!

With the unified search feature on TripSource web, you can plan all your travel segments in a single search. Click **Book new trip** and select each segment you want to book. You'll move effortlessly from one segment to the next, with all options clearly presented at a glance.

Flight

Scroll down to Flight. Select One way, Round trip or Multi city.

Choose between Economy, Premium Economy, Business and First.

View or add **loyalty programs** to be applied.

Enter Leaving from (city or airport), Going to (city or airport), Departure date and time, and Return date and time.

Train

Scroll down to Train. Select One way, Return or Open return (UK only). Apply any relevant railcards and discounts. A list of available options will be displayed.

Select the **Travel via** checkbox to travel through another city or station that is the most direct or cheapest route.

Enter your journey details including the **Departure date** and time and **Return date** and time.

Hotel

Scroll down to Hotel. Select the number of travelers per room.

Check the box if your check-in and check-out dates match your flight dates. The information will automatically sync.

Search by city, airport, hotel or address – or by distance from your destination.

Select your check-in and check-out dates if they differ from your flight dates.

Car

Scroll down to Car. View or add **loyalty programs** to be applied.

Check the box if your pick-up and drop-off dates match your flight dates. The information will automatically sync.

Enter the pick-up location based on city, airport, hotel or address – or by distance from your destination.

Select your pick-up date, drop-off date and times if they differ from your flight dates.

You can also check the box to drop-off at a different location.

Search, book and go!

Search

Once you've set the search parameters for each segment you want to book, click **Search** and your results will display.

You'll see **flight results** first.

You can use the **filters** to pare down the displayed flight results. You'll see airline, departure and arrival times and price. Click the down arrow on the right side to view additional information, including CO2 emissions, cabin class, meals and more.

View any **unused airline credits***, including the carrier, the value and the expiration date.

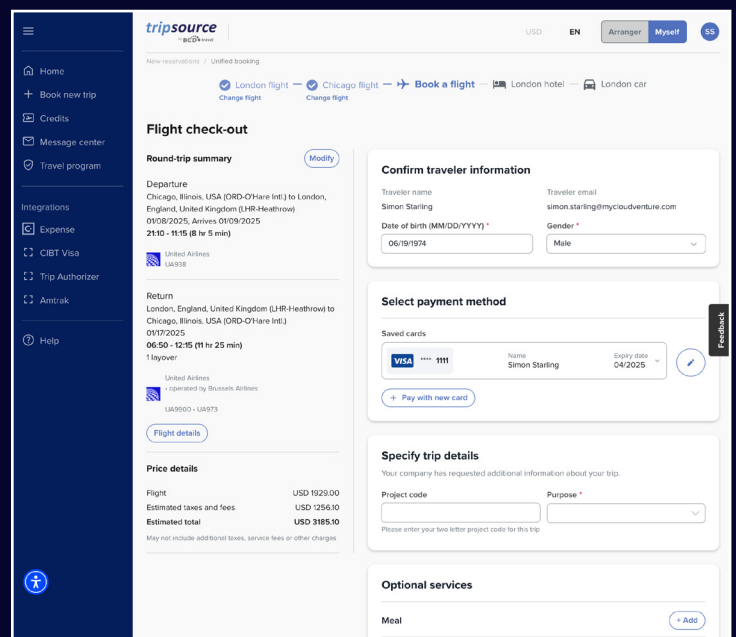
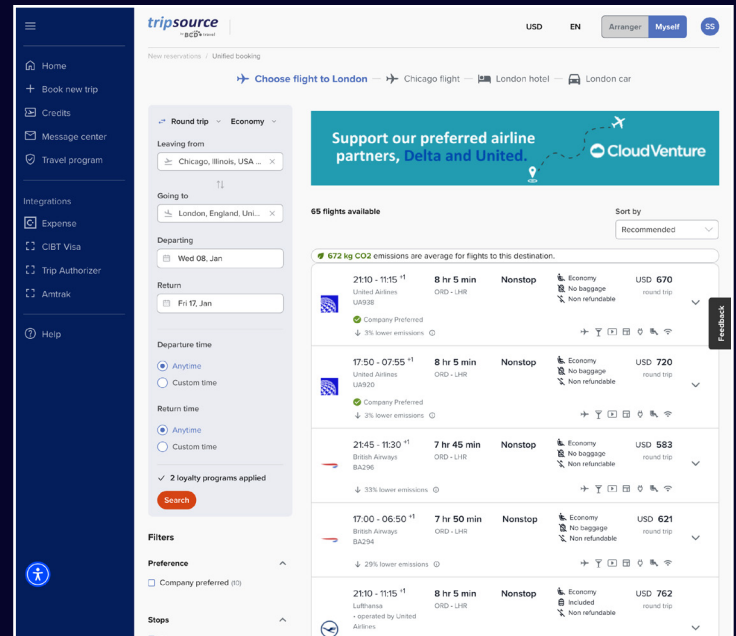
Select the flight you want to book, including your preferred outbound and return flights.

If offered, review the **branded fares** to see additional amenities included with the fare options.

Once you've selected your flights, you'll be taken to the **check-out page**.

Review your booking details and traveler information, select payment method, fill out any required details, add meals, select seats, add travel documents, and click **Complete Booking**.

You'll see the **reservation details**, including the confirmation number. This booking will be automatically added to your trip.



**This feature is currently only available in North America.*

Search, book and go!

You'll now see the **train results** listed earliest to latest. Click **Show earlier** or **Show later** buttons to see additional options.

To select a fare, click the relevant row and the drop-down icon. View further train information, including fare details, CO2 emissions data and more.

Click **Select fare** to show all fare types available for this train. Review the fare descriptions and select the option that best meets your needs.

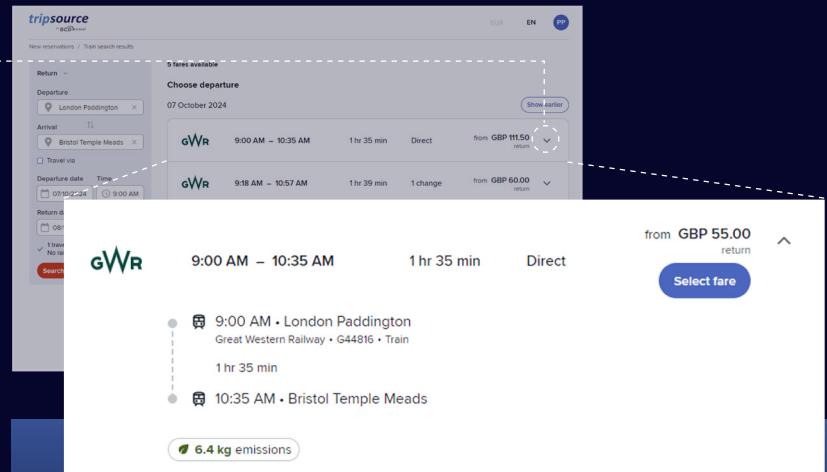
Once you've selected your fare type, click **Ticket conditions & group locations** to check all the relevant ticket conditions, including whether the ticket is refundable, applicable discounts and more.

You'll go through the same process to select your return fare if your initial search criteria included a return journey.

Once you've selected your trains, you'll be taken to the check-out page.

Review your booking details and traveler information, select your payment method, choose a delivery option, select seats, add any necessary trip details, and click **Complete Booking**.

You'll see the reservation details, including the confirmation number. In the trip dashboard, your train reservation is listed as a separate entry.





If your search criteria included a railcard, the discounted price will be shown with the railcard details.

If your search criteria included multiple passengers, the number of passengers will be displayed together with the fare shown as the total price.

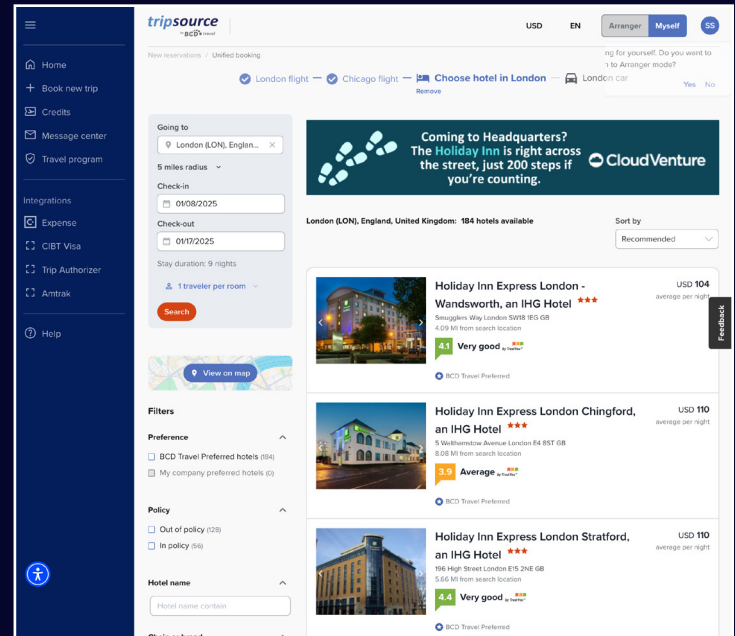
The screenshot shows the TripSource check-out page. The left sidebar contains the trip summary, including the outbound journey (London Paddington - Bristol Temple Meads, 13/11/2024, 9:12 AM - 10:57 AM, 1 hr 45 min, 1 change) and the return journey (Bristol Temple Meads - London Paddington, 14/11/2024, 9:30 AM - 11:08 AM, 1 hr 38 min, Direct). The main content area includes sections for confirming traveler information (Petra Partridge), selecting a payment method (Saved cards, Visa **** 1111), delivery options (eTicket, Station self-service kiosk), and seat preferences (Outward journey: Seat reservation is mandatory, Return journey: Seat reservation is mandatory). The bottom right corner features a 'Complete Booking' button.

Search, book and go!

You'll now be taken to your **hotel results**.

My company preferred hotels will be flagged with a  and BCD Travel Preferred hotels will be flagged with a . View results in a list or on a map.

Filter results by preference, policy, price, amenities and more.

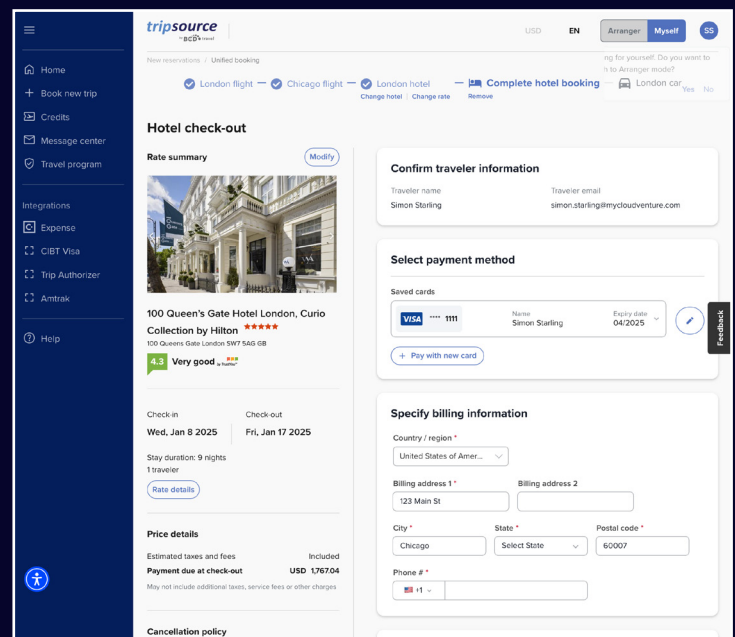


Once you've selected a hotel and chosen your rate, you'll be taken to the **check-out page**.

Review your booking details and traveler information, view and add loyalty programs, select payment method, fill out any required company details, add any special requests and click **Complete Booking**.

You'll see the **reservation details**, including the confirmation number.

This booking will be automatically added to your trip.



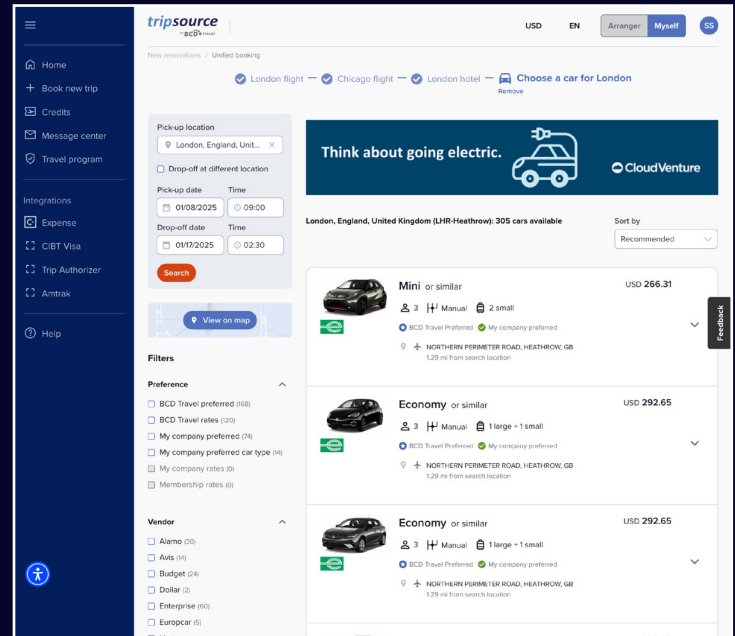
Search, book and go!

Once you've selected your hotel, you'll be taken to your **car results**, including car type, details and price.

Filter the results by preference, vendor, vehicle category and more.

Sort by preferred, distance or price – high to low or low to high.

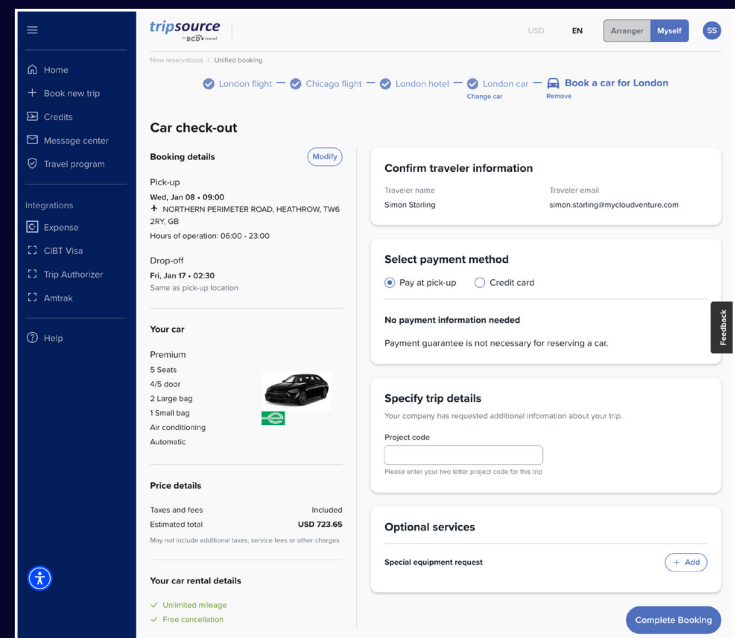
On the search result card, you'll see vehicle category, vendor, transmission, pick-up and drop-off location and price. Click the down arrow on the right side to view more information, including accepted payments and vehicle rates.



Once you've selected a car, you'll be taken to the **check-out page**.

Review your booking details and traveler information, select payment method, fill out any required company details, add any optional services and click **Complete Booking**.

You'll see the **reservation details**, including the confirmation number. This booking will be automatically added to your trip.

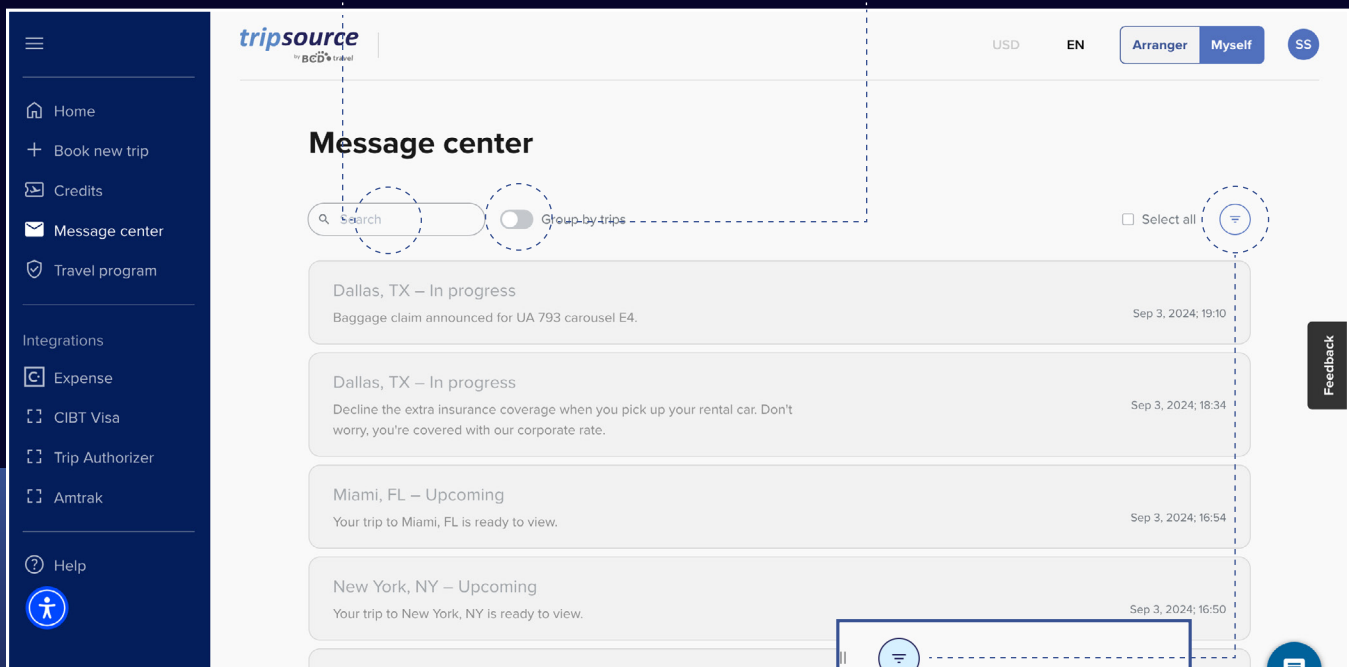


Get the updates you need in the Message center.

Receive timely messages in the Message center.

Use the **Search** feature to search by keyword.

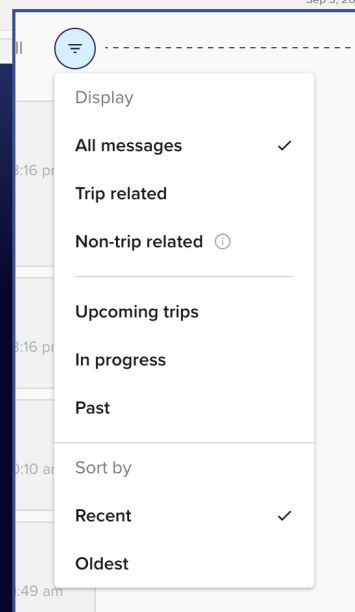
Use the toggle at the top to group messages by trip.



See all messages or choose between **Trip-related messages** or **Non-trip related messages**. Non-trip related messages include scheduled maintenance, system outages and new feature notifications.

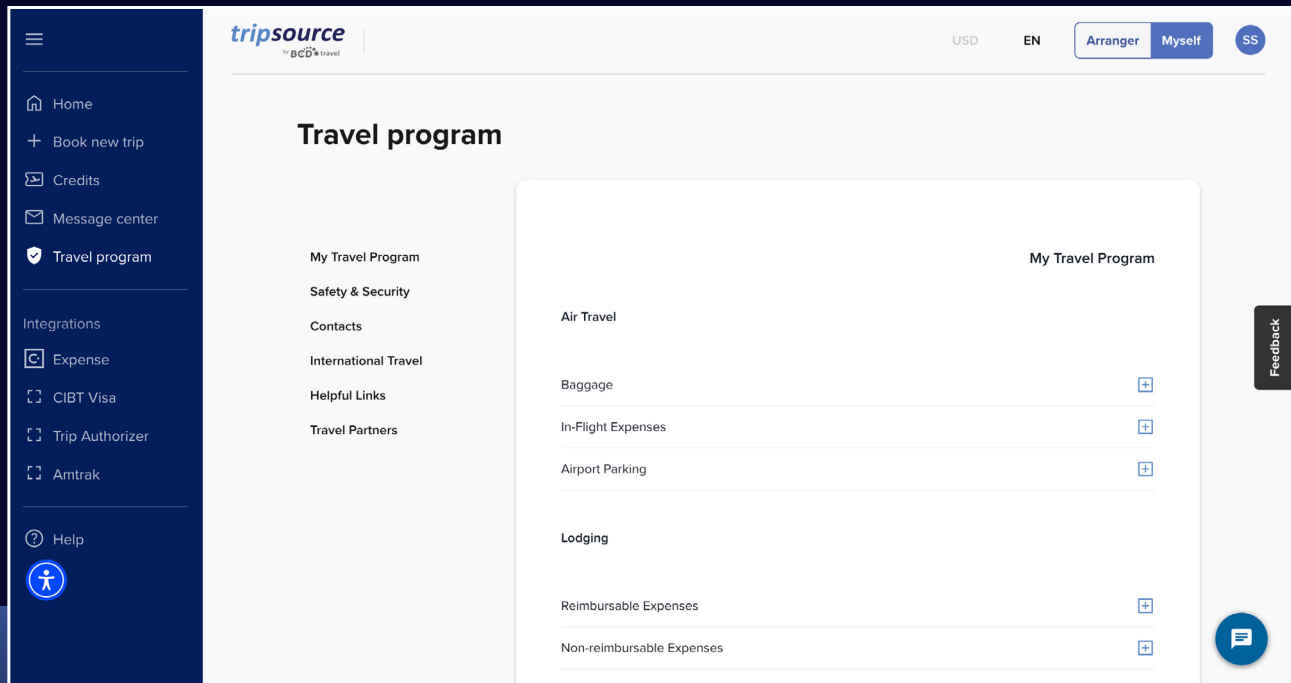
Select **In progress**, **Upcoming** or **Past trips** to see specific messages.

Sort all messages by Recent or Oldest.



Your company's travel program all in one place.

Easily find the travel program information you need, right when you need it.



My Travel Program

View company-specific travel program information.

Safety & Security

See emergency contacts and medical assistance details.

Contacts

Find company contact information, including address and phone numbers.

International Travel

Find helpful information on international car rentals, in-flight internet and phone charges, and meal per diems.

Helpful Links

View links to US passport information, US embassies, international driving considerations and current travel alerts.

Travel Partners

See preferred Air, Hotel and Rental Car providers, as well as booking information.


Access additional vendors in your company's travel program.

Use **Integrations** to easily access third-party applications*.

**Requires company configuration.*



 Home

 Book new trip

 Credits


 Message center

 Travel program

Integrations

 Expense

 CIBT Visa

 Trip Authorizer

 Amtrak

Travel pro

My Travel Program

Safety & Security

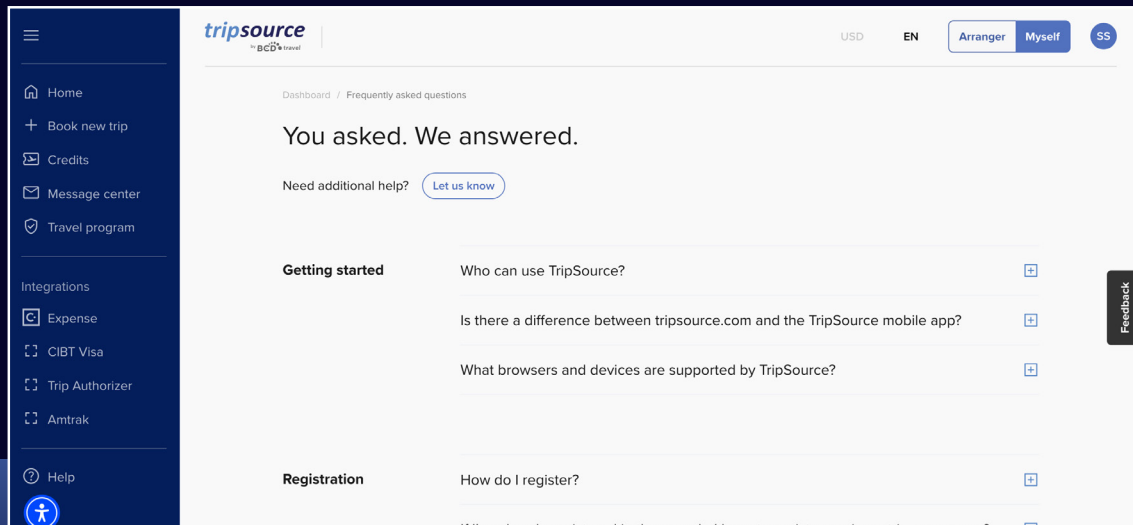
Contacts

International Travel

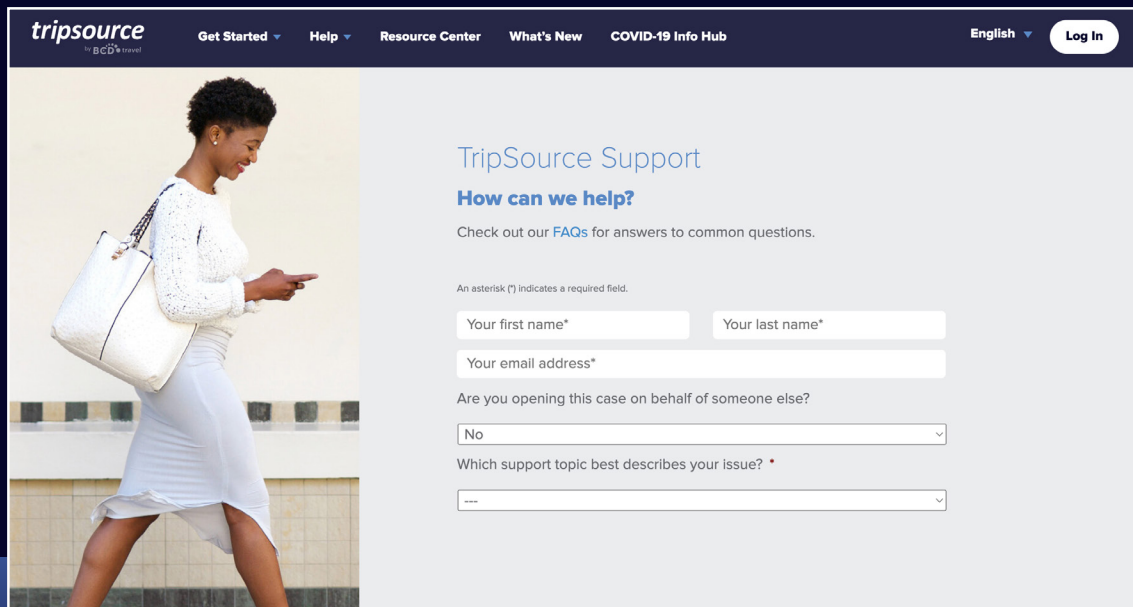
Helpful Links

Travel Partners

Help is just a click away.



Visit the **FAQs** and search by topic to get quick answers to your questions.



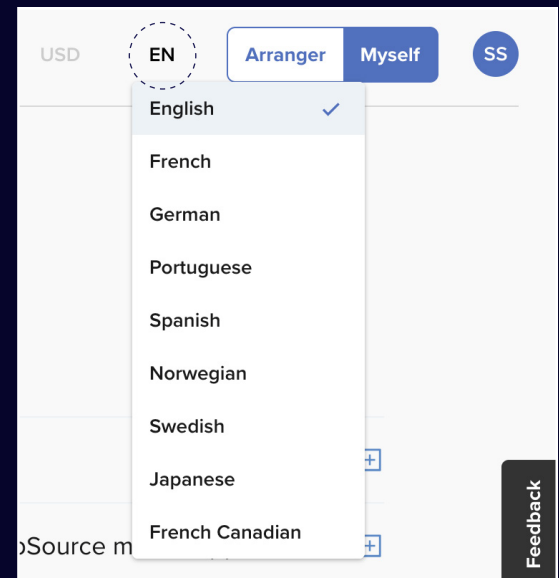
If you have additional questions, contact **TripSource Support** and let us know how we can help.

TripSource, your way.

Languages

TripSource on web is currently available in English, French, French Canadian, German, Brazilian Portuguese, Spanish, Norwegian, Swedish and Japanese.

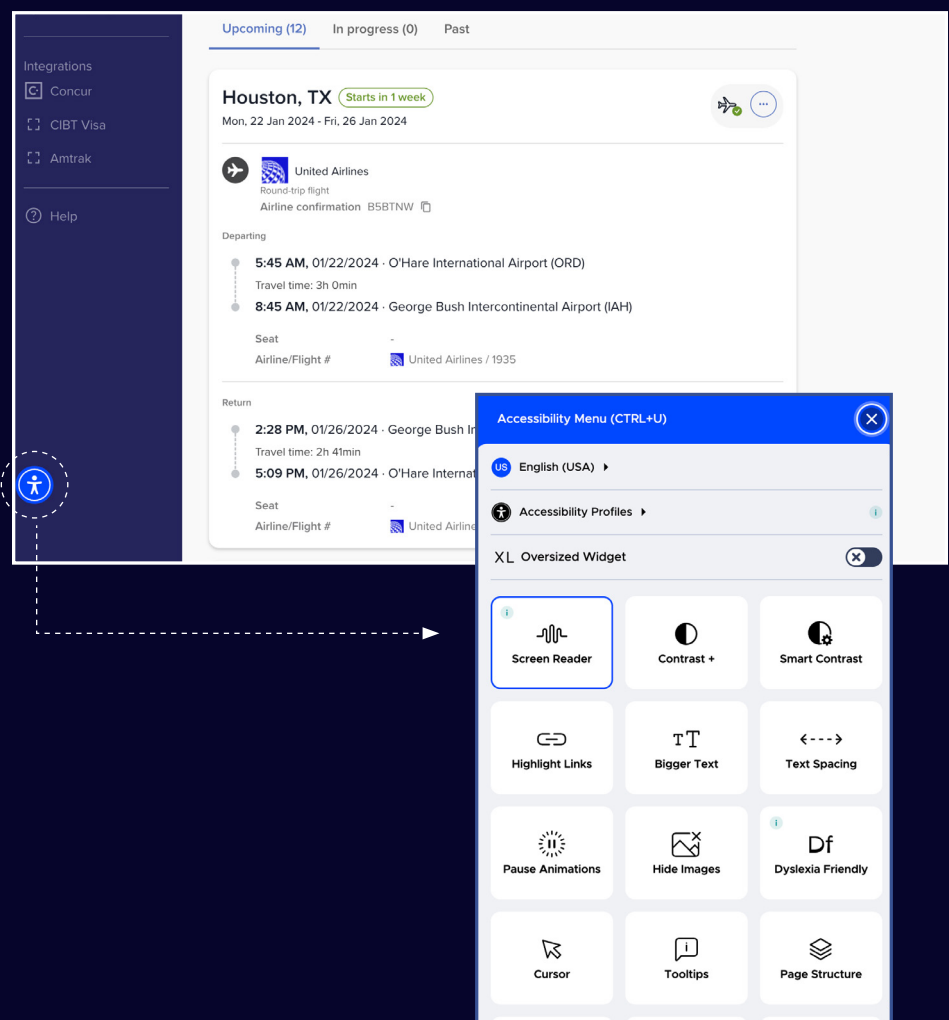
To change your language setting, click the dropdown at the top of the page.



Accessibility

If you have visual, auditory, physical and/or speech needs, you can easily access an AI-driven accessibility tool from anywhere in TripSource.

The widget is in the bottom left corner, but you can move it to any spot that works better for you.



Go places!

Stay in the know while on the go. Access trip details, book the best rates, receive real-time flight notifications and much more!

