# Business travel is easier
with TripSource.

Your ultimate travel companion, TripSource® keeps you organized, informed and within company guidelines. You'll have instant access to trip details, booking options, check-in reminders, real-time flight notifications, risk alerts, trip sharing and more.

No more paper. No more emails. Everything you need, all in one place. Focus on that big meeting, not how you're going to get there. With TripSource, you can worry about wowing your clients. **We'll do the rest.**

tripsource by BCD travel
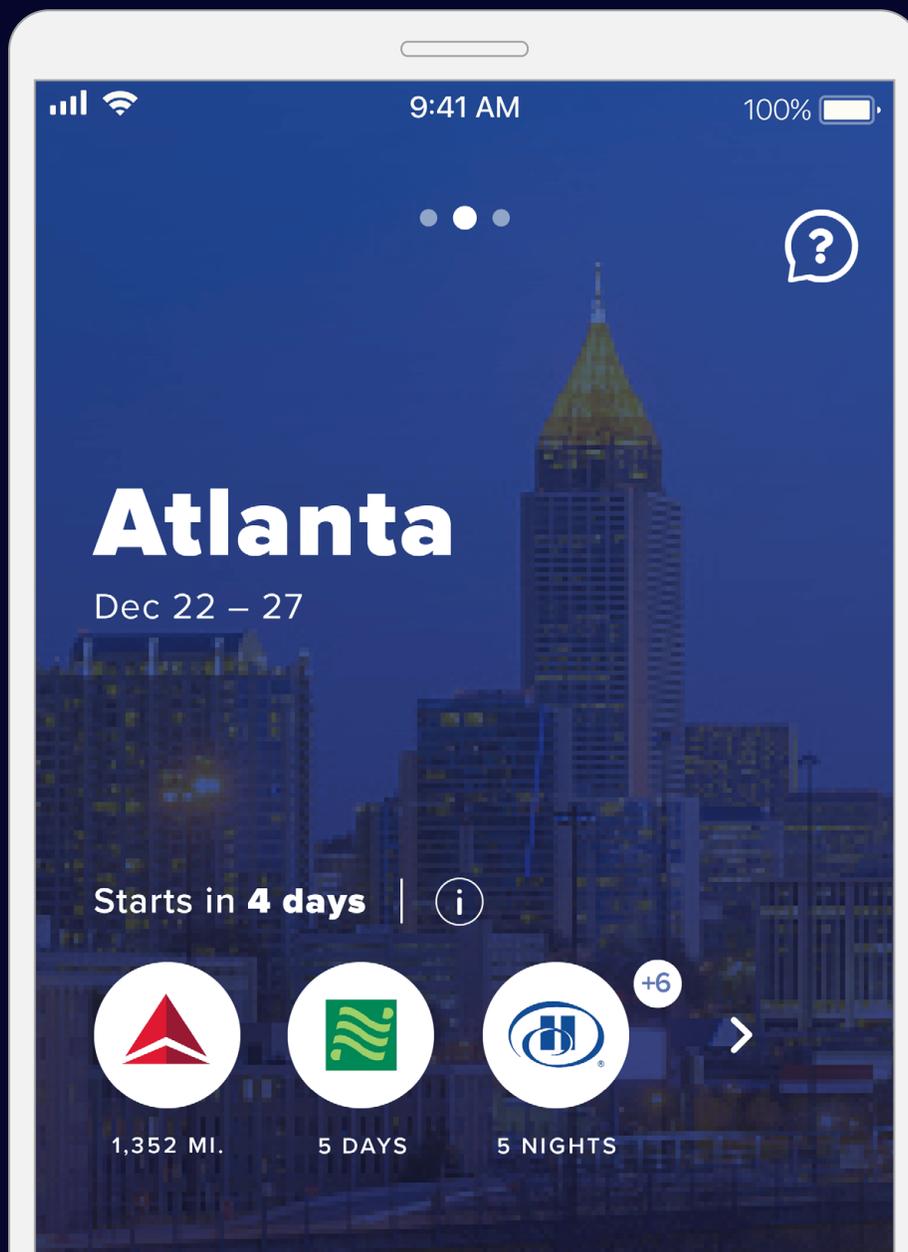
Getting started is easy.

Download the TripSource® app for iPhone or Android.

Download on the App Store   **GET IT ON Google play**

Register in five simple steps.

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.
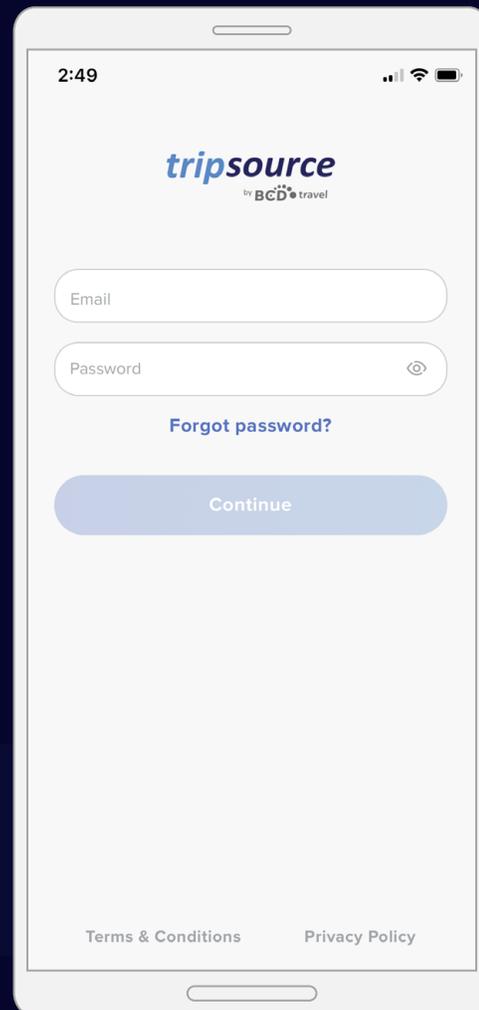
This guide is focused on the TripSource mobile app, but TripSource can be accessed from any device or computer at tripsource.com. *See the last page for more information.*

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tripsource by BCD travel

Email

Password 👁

Forgot password?

Continue

Terms & Conditions   Privacy Policy

Now, you're registered for TripSource!

When your first trip is booked, you'll have access to all your travel details immediately.
Just log in, view a summary on the trip dashboard, and see details within the trip timeline.

Here are some tips to help you get the most out of TripSource.

Profile & preferences

Easily store your profile information and travel preferences, including secure payment details and loyalty program information.

Shopping & booking

Book* your trip using TripSource for the best rates, the best selection and the best experience.

Itinerary management

Easily modify and share your trips with others. Then sync them to your calendar to create one organized itinerary.

Cancel trip*

If you need to cancel your trip, simply tap cancel trip and it's done!

Messaging

Receive relevant notifications before, during and after your trip, and easily manage which notifications you receive.

Are you a travel arranger? Check out our TripSource web user guide for more information on getting started!

*Available in select markets and requires company participation.*
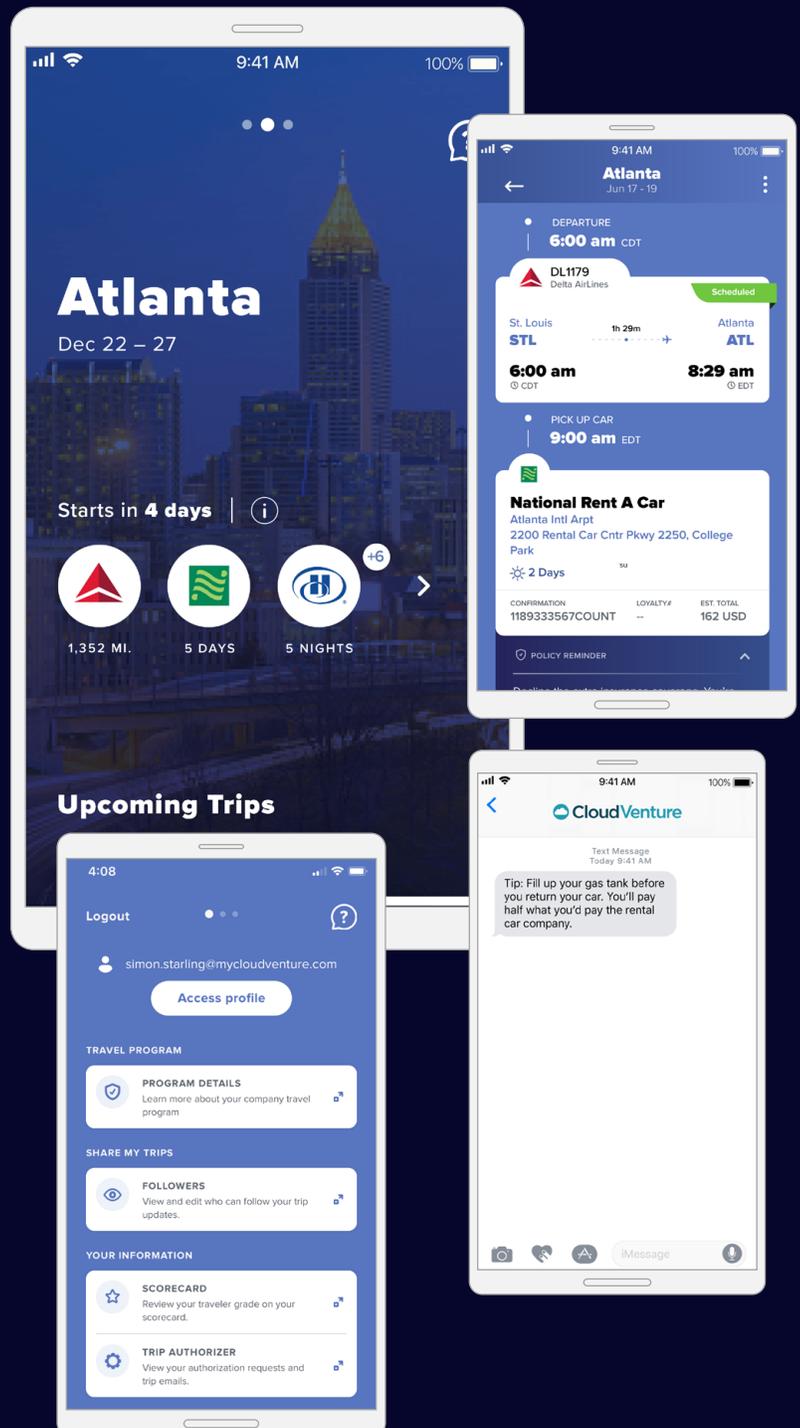
Ready, set, travel.

Trips booked through BCD Travel are automatically loaded. It may take up to 30 minutes to see your trip after booking.

When your first trip is booked, your itinerary will automatically appear in a simplified timeline view.
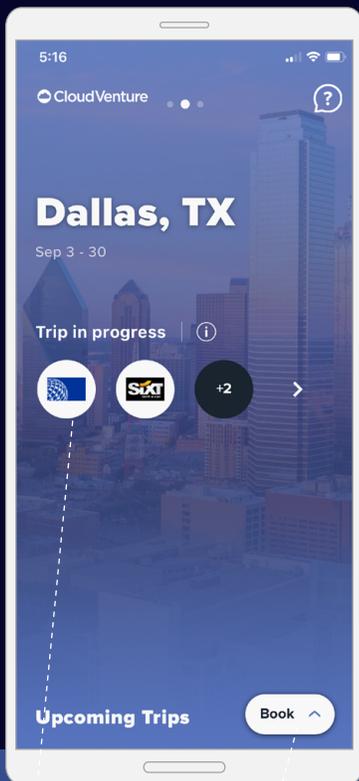
Tap to go into your trip timeline.

Shop. Book*. Go.

Flight, hotel, train and car booking at your fingertips.

All your trips in a glance

Scroll down on the home screen to view future and past trips (stored for 60 days).
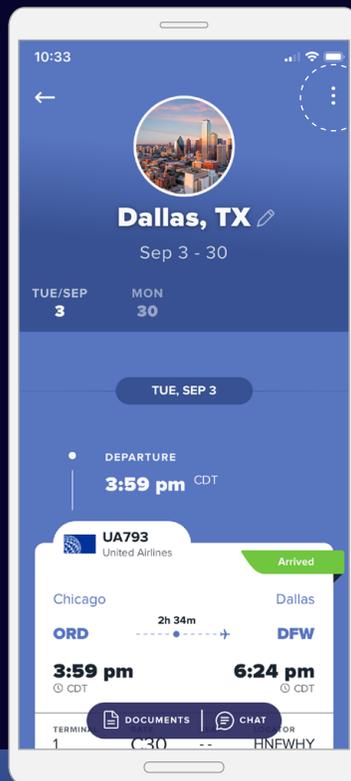
Details, details, details

A timeline view displays all your trip details alongside message updates, booking & service options, and much more—ensuring information is relevant and easily accessible.
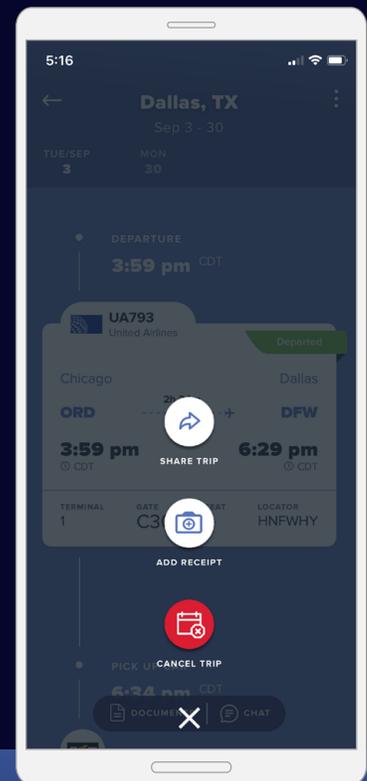
Share trip information

Share your trips with others to keep them updated on your progress and aware of any changes.

*Available in select markets and requires company participation.*

# Quick access to the information you need.

Easily store your profile information, travel preferences and travel program details all in one place.

Tap your email address to access and **edit profile details*** and **preferences,** including secure payment details, loyalty program information and more.

Tap **program details** for detailed company policy information.
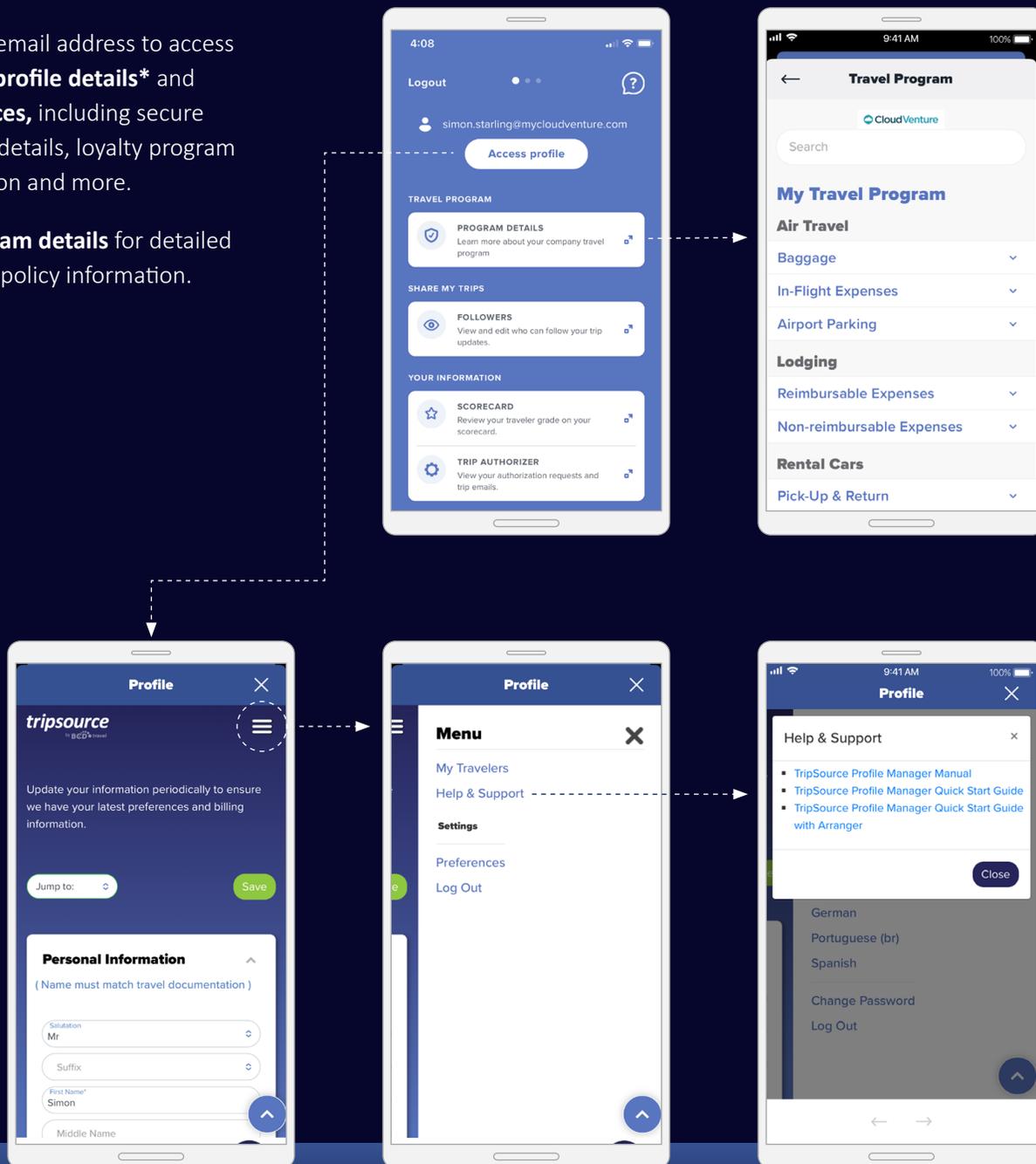
Profile access requires activation and is available to TSPM clients.

Shop. Book. Go.

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. Book directly in the app.

2. Easily tap into your company's preferred booking tool—no additional sign in required.

Either way, your company's fares and rates are already loaded, so booking in policy is super easy!
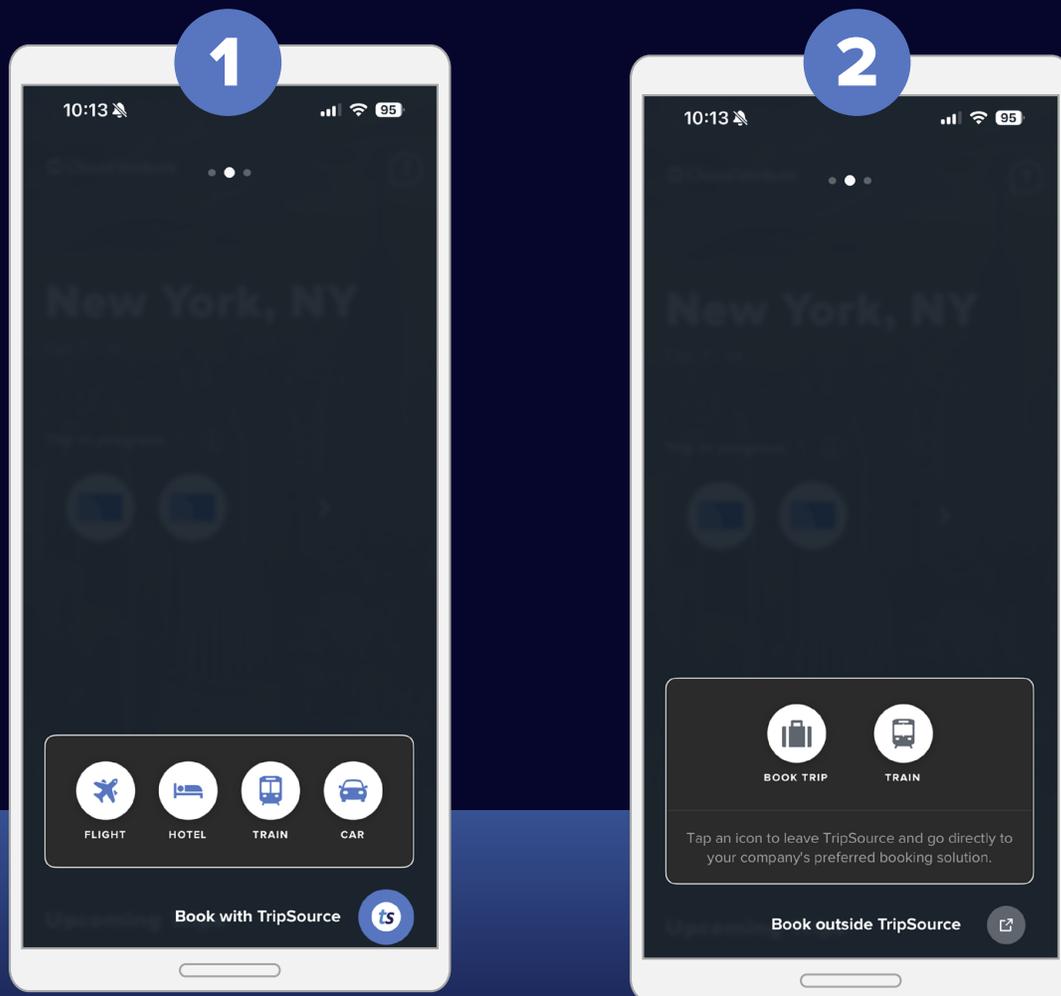
The configuration you see will be based on your company's set up.

Shop. Book. Go. Continued

Flight booking

To **add a flight** to your trip, tap [Book] and select flight.

Select Round trip, One way or Multi-city and enter From, To, Departure date and time, and Return date and time. To add additional search criteria, tap Advanced Search.

Tap Search and your results will display, including airline, flight times and price.

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

Choose one of the **branded fare offers** to include your advanced seat reservation and checked bag.

Tap Continue to select your seat.

View seat availability on the display seat map, **select your seat** and tap to confirm.

Once confirmed, you'll be taken to the checkout page.
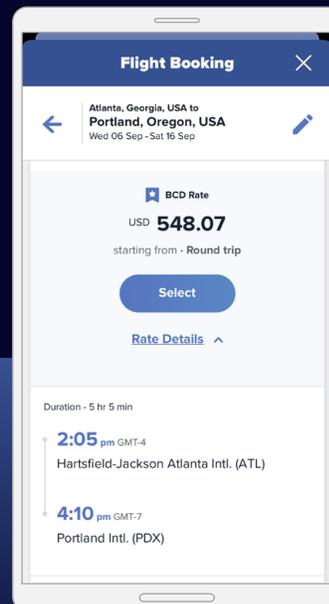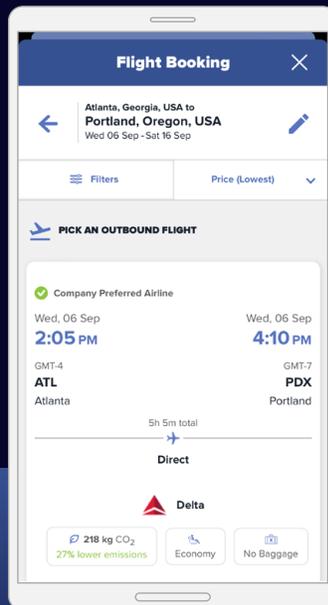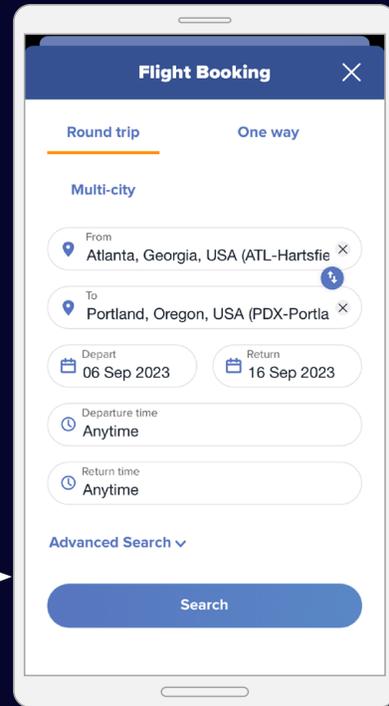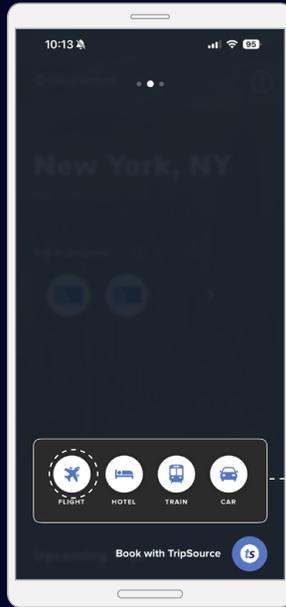
If Flight booking is not activated for your company, you can still easily search flights and view flight schedules.

Booking capabilities are available in select markets and require company participation.

Shop. Book. Go.   Continued

Hotel booking

To **add a hotel** to your trip, tap (Book ^) and select hotel.

Search by airport, city, hotel, office location or distance from your destination.

Add your check-in and check-out dates, and how many people will be staying.

Tap **Search** and your results will display.

Company Preferred hotels will be flagged with a ✅ and **BCD Travel Preferred** hotels will be flagged with a ⭐.
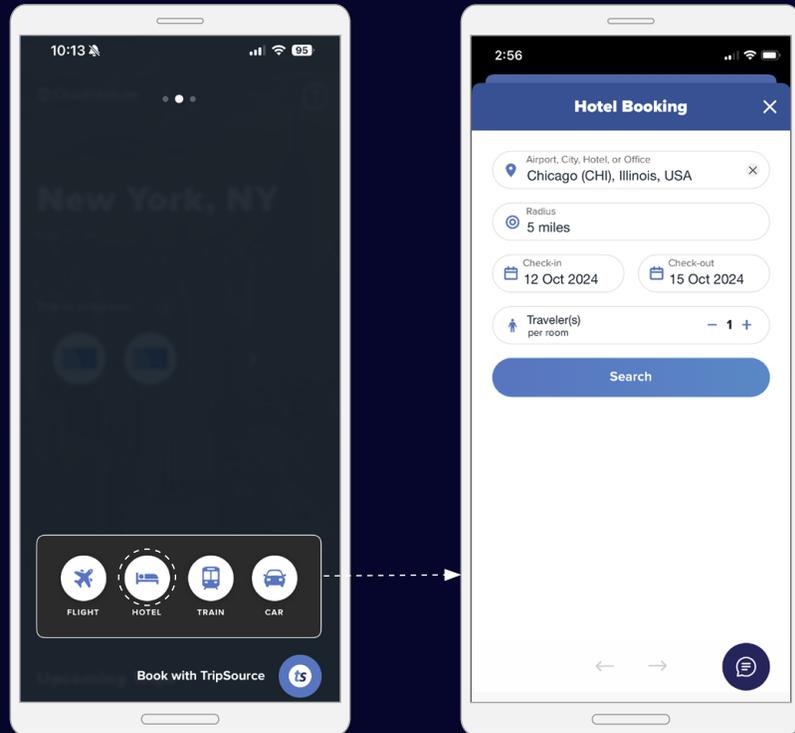
Once you've selected a hotel, choose your rate and confirm.
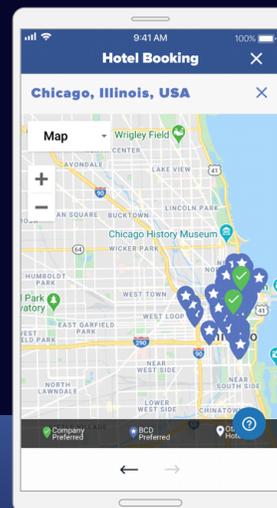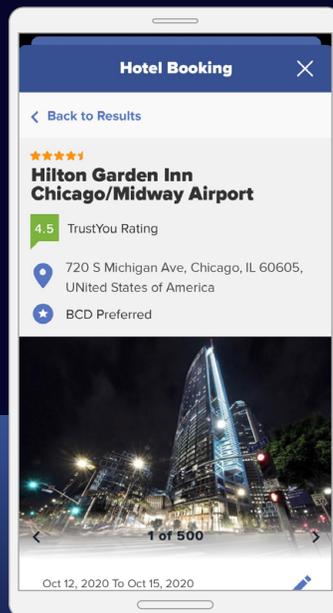
View results in a list or on map.
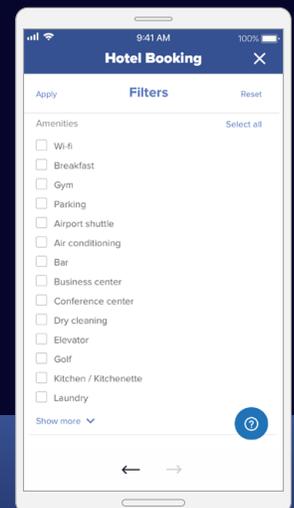
Filter results by amenities, such as free breakfast and WiFi.

Booking capabilities are available in select markets and require company participation.

Shop. Book. Go. Continued

Train booking

To **add a train** to your trip, tap ⟨Book ∧⟩ and select train.

Enter your journey details including the **Departure city or station** and the **Arrival city or station.**

Tap **Add Travel Via** to travel through another city or station that is the most direct or cheapest route.

Select One way, Return or Open return (UK only). **Choose your Outbound and Return dates and times.**

Add any relevant **railcards and discounts.** Tap to see a list of available options. Now tap **Search.**

You'll see the **Outbound train results** listed earliest to latest. Tap **Earlier trains** or **Later trains** to see additional options.

Select your preferred time and tap the relevant row. Select an Outbound fare and tap **Fare Details** to review further train information, refund availability, applicable discounts, restrictions and more.

Once you've selected your fare type, tap **Continue.** You'll go through the same process to select your Return fare if your initial search criteria included a return journey.
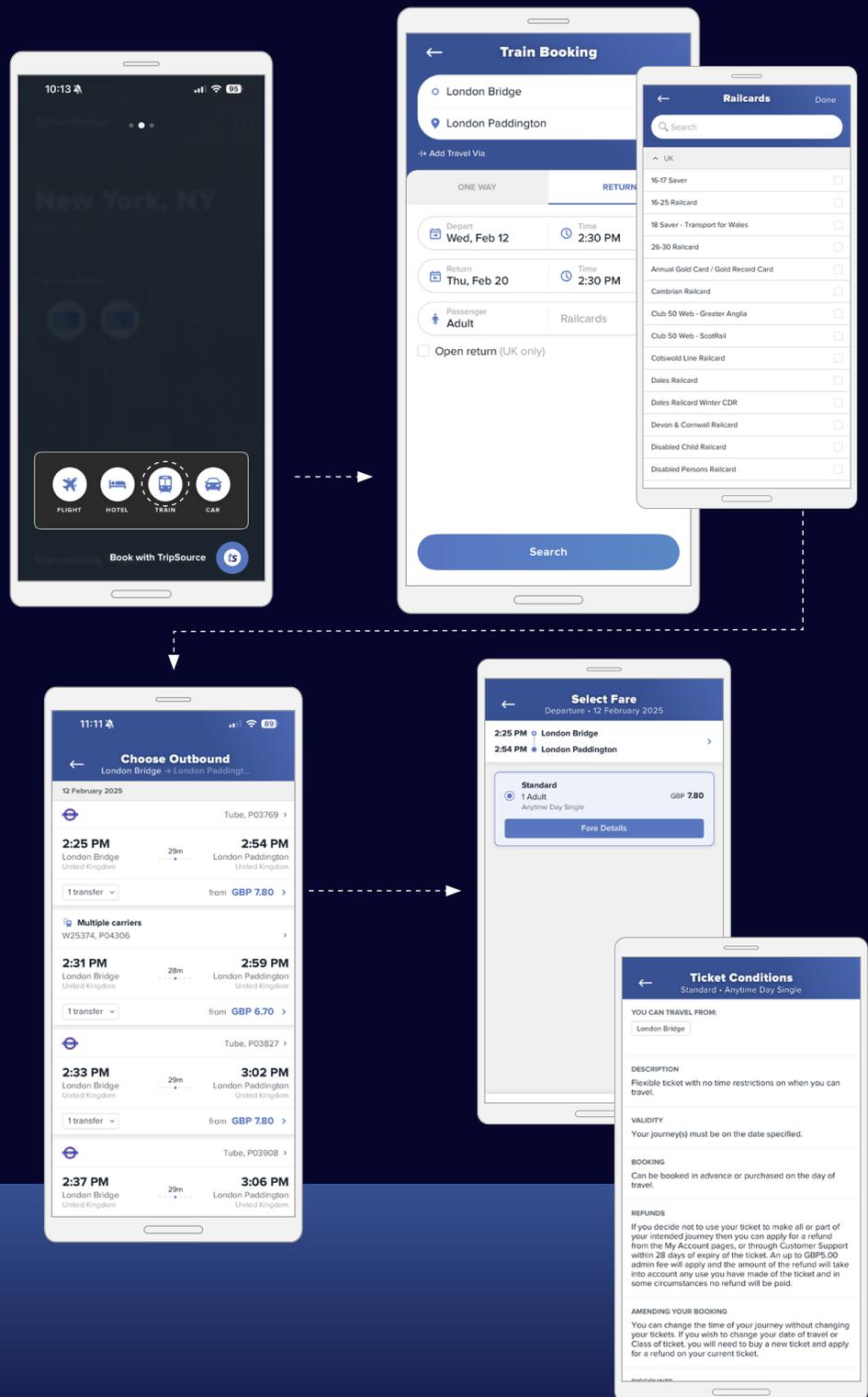
Shop. Book. Go. Continued

Train booking continued

Once you've selected your trains, tap **Checkout.**

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

Review your booking information and traveler details. Next, add your seating preferences. Tap **Continue.**

Choose your delivery option and select the payment method. Add any necessary trip details and tap **Pay.**

You'll see the reservation details, including the confirmation number. Your train reservation will be listed as a separate entry on the home screen.
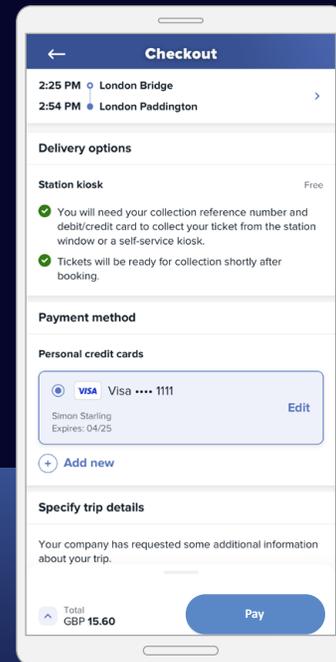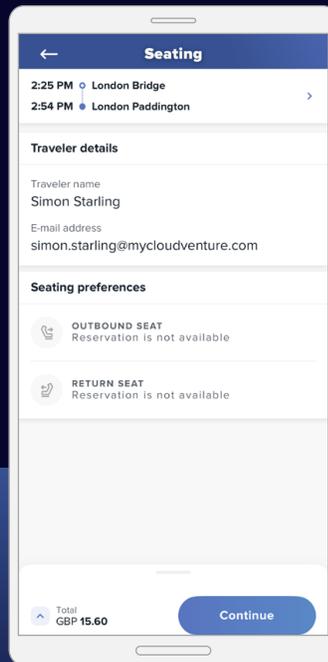
Booking capabilities are available in select markets and require company participation.

Shop. Book. Go. Continued

Car booking

To **add a car** to your trip, tap Book ⌃ and select car.

Enter the pick-up location, pick-up date and time, and drop-off date and time.

Select your **car loyalty vendor** from the dropdown box and enter your loyalty number.

Tap **Search** and your results will display, including car type, details and price.

You can **filter the results** by vendor and/or vehicle category, and you can **sort** by preferred, distance or price – high to low or low to high.

Tapping **more details** will show payment information, vehicle rate and taxes, vehicle features, what's included and where to pick up your car.

Select the car you want to book and you'll be taken to the checkout page.

Once you've entered your payment information, tap Book Now and you'll see the total price and the confirmation number. This information will be automatically added to your trip.

Booking capabilities are available in select markets and require company participation.
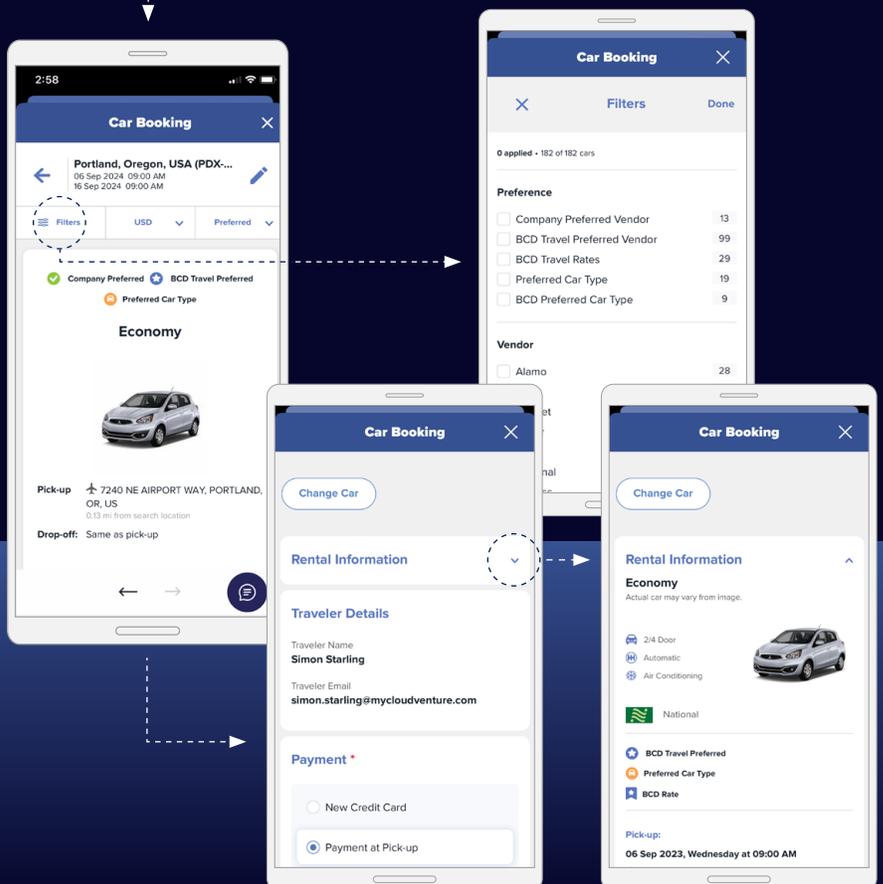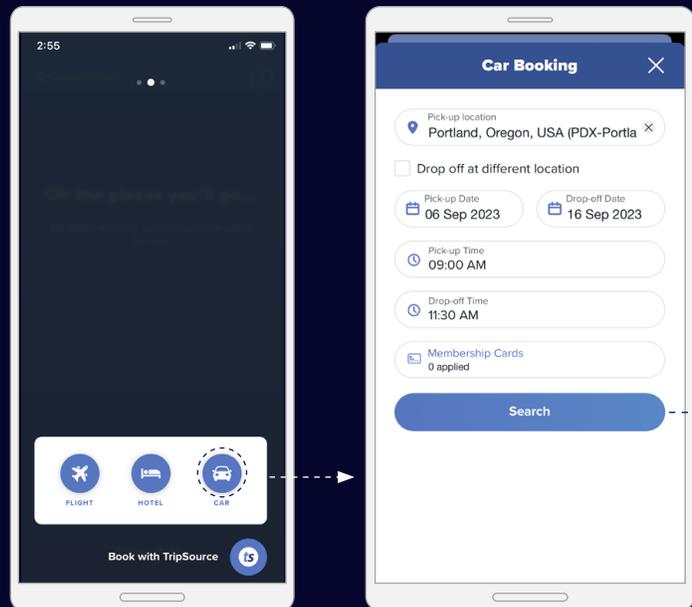
Manage your trip details.
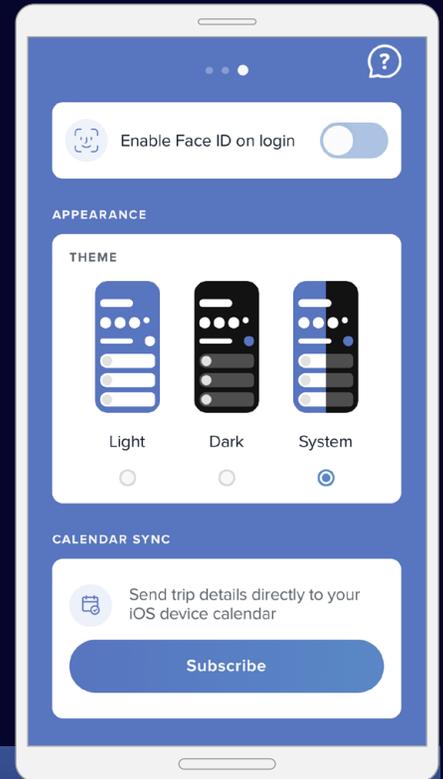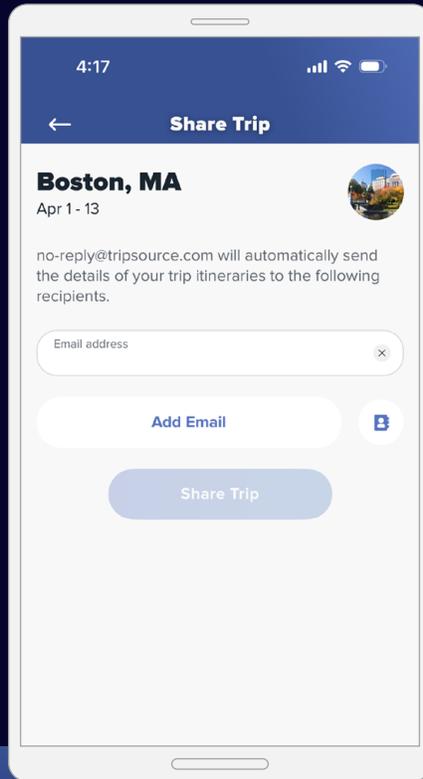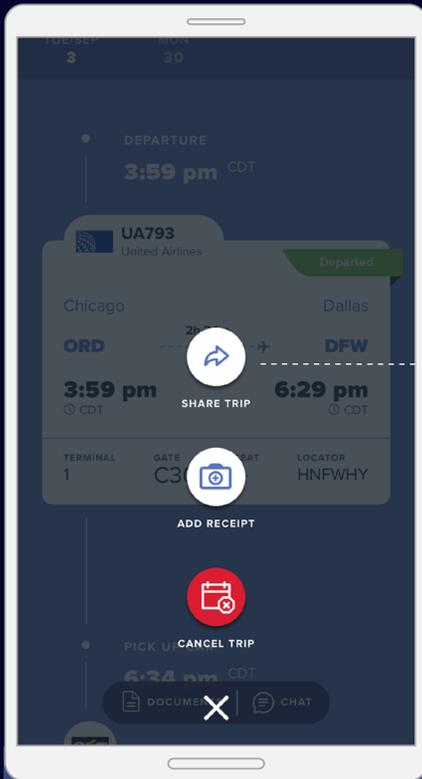
Share your trip

Share your trips with others to keep them updated on your progress and aware of any changes.

Calendar sync

Swipe left on the home screen and scroll to the bottom to subscribe to your trip calendar so you never miss an update.

*Calendar sync is only available on iOS.*

Cancel a trip completely.

Need to cancel your entire trip?

The TripSource **cancel trip** feature* allows you to cancel your entire trip with one click. If you are within four hours of your travel time, you will be prompted to call an agent.
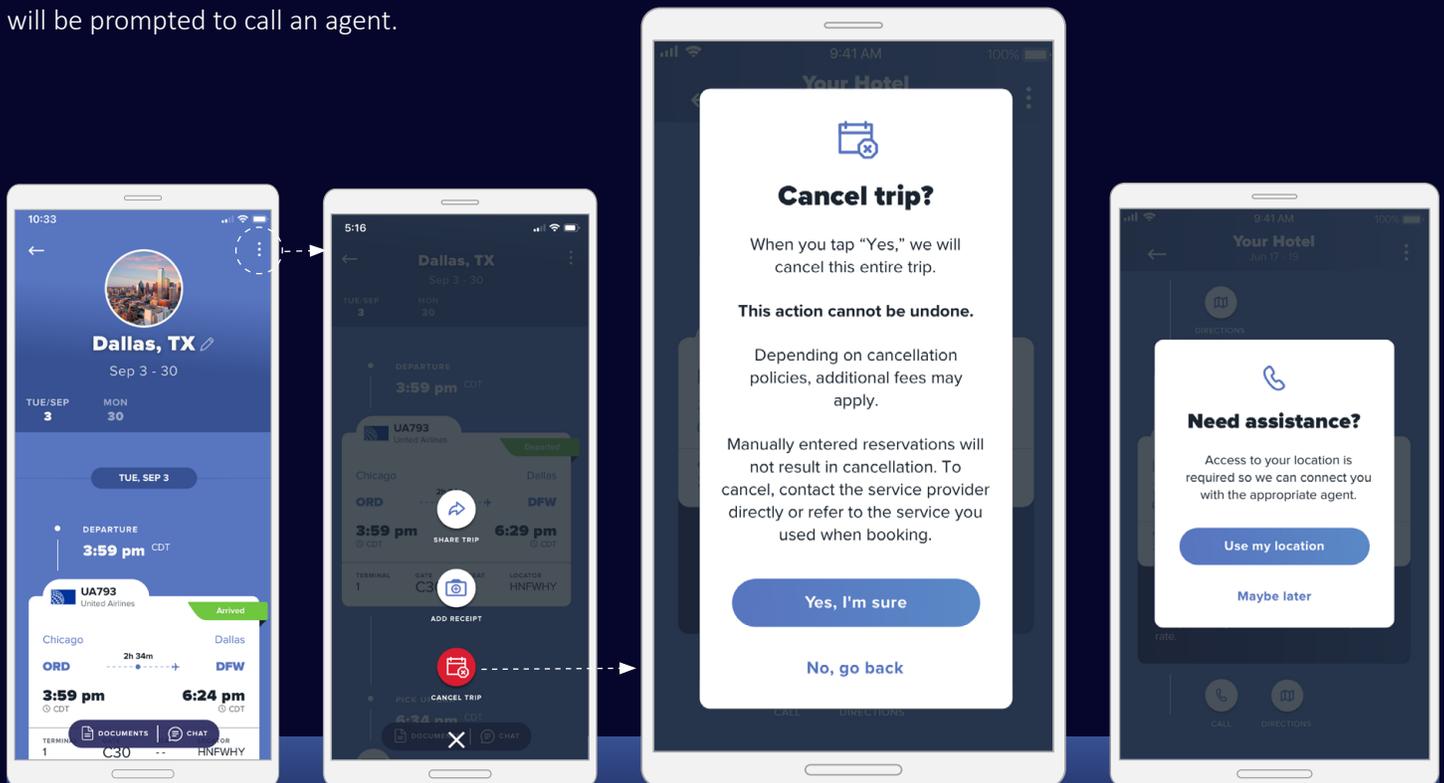
If you cancel your trip, you will receive a pending cancellation notification.

If you're a first-time user, you'll be prompted to grant location access.

Available in select markets and require company participation.

*trip**source***
by BCD travel

Stay in the know while on the go.

Get timely and relevant information about your trips.
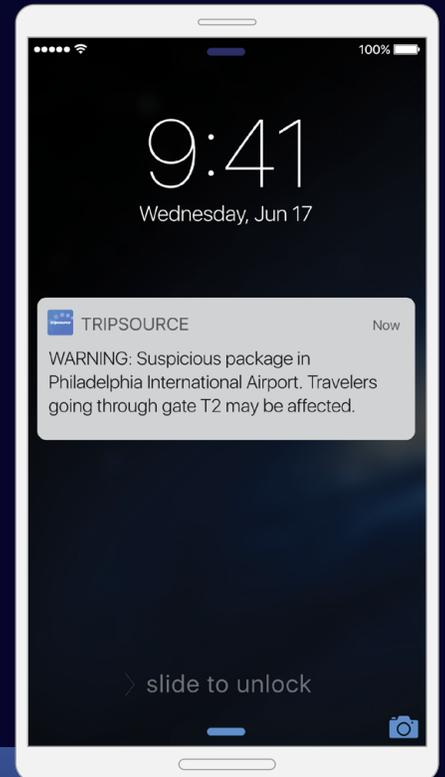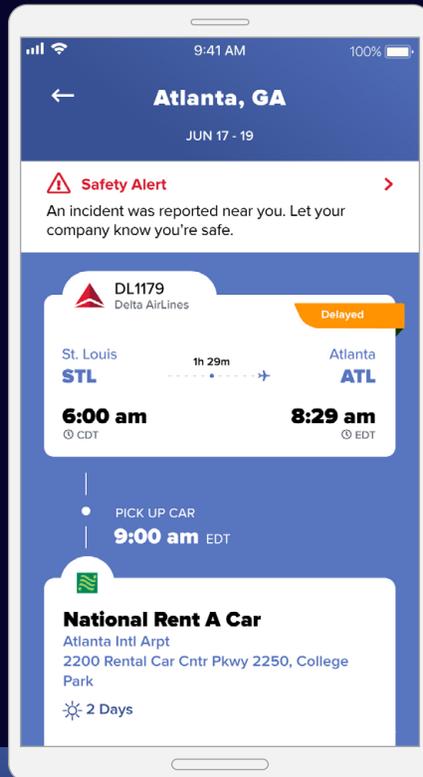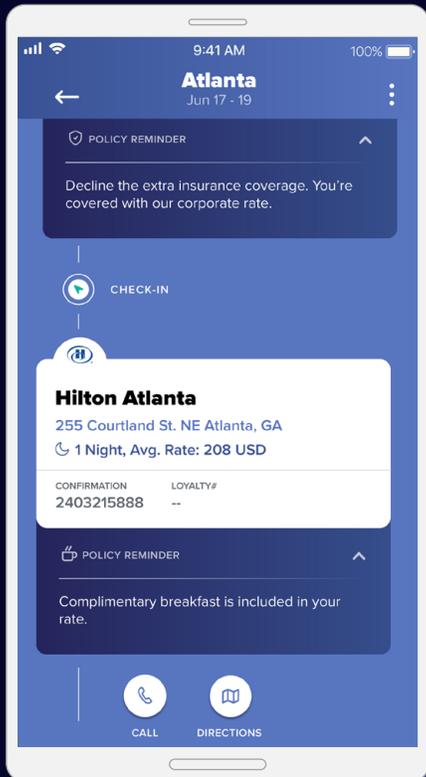
TripSource will let you know of any en route changes via travel updates, risk alerts and emergency response notifications.

Travel updates provide up-to-the-minute flight information, letting you know about delays, gate changes and cancellations.

Turn on notifications by tapping Account > Manage Notifications.

Risk alerts are automatically sent when a security, weather or transportation event may impact your trip, so you can stay safe and informed.

Stay in the know while on the go. Continued

Emergency response notifications* are sent if an incident occurs within 50 miles of your itinerary location that may cause major risk, injury or potential death.
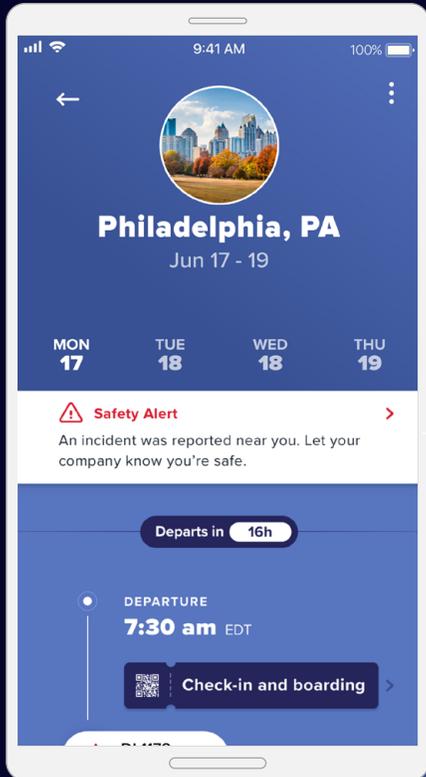
Notifications are sent directly to your phone and are displayed on your trip timeline.
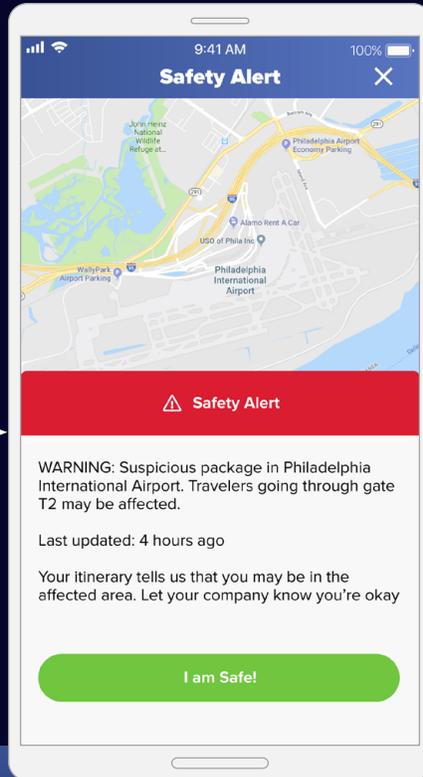
Access a quick summary of the incident.

Let your company know that you're safe. Your company will receive a report indicating individual responses.
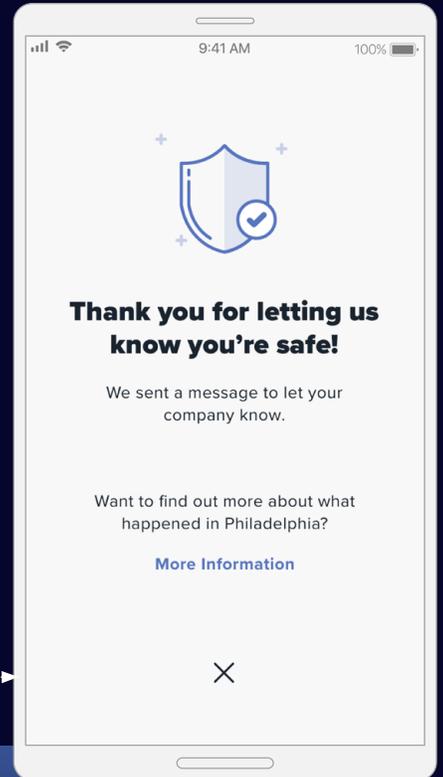
Read more about the incident.

* This feature requires company activation.

Stay in the know while on the go. Continued

**Policy messaging.** Receive push notifications throughout your journey to ensure you stay in policy.

Your company's travel program, contact details, and safety and security information are all in TripSource, so you'll always have access to the information you need—right when you need it.

TRIPSOURCE Now Don't forget, combined hotel access and in-flight charges may not exceed $40 USD per day.	**TRIPSOURCE** Now Renting a car? Make sure your international driving documents are in order and purchase automobile insurance. Learn more.	**TRIPSOURCE** Now Be sure to submit your expenses after your trip for quick reimbursement.
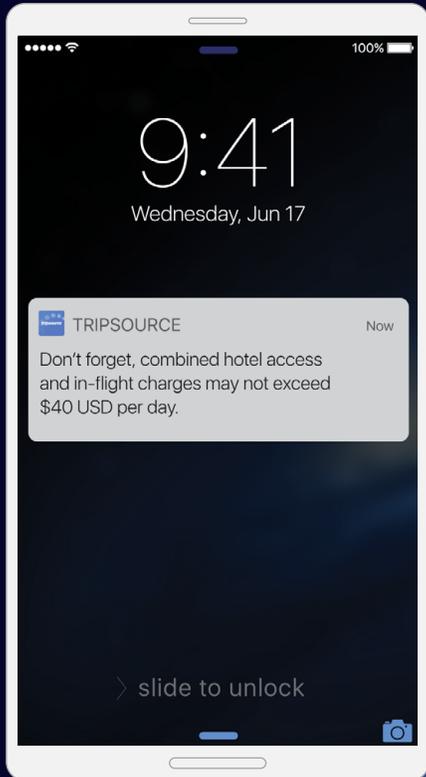
Get friendly reminders about restrictions and limitations on the road.
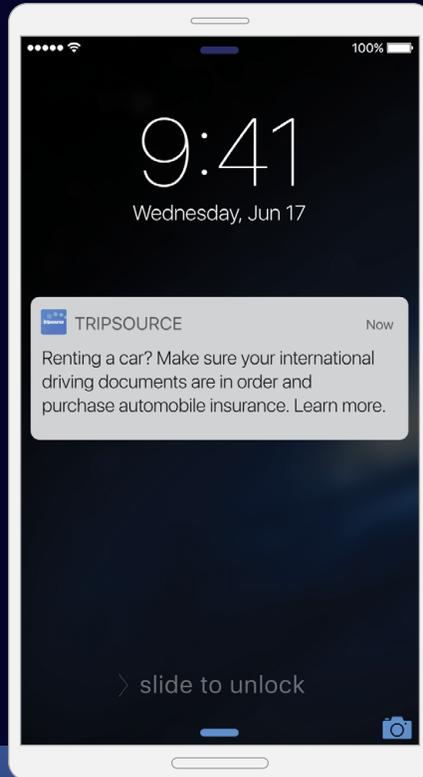
Be in the know about company policies designed to protect your safety while traveling.
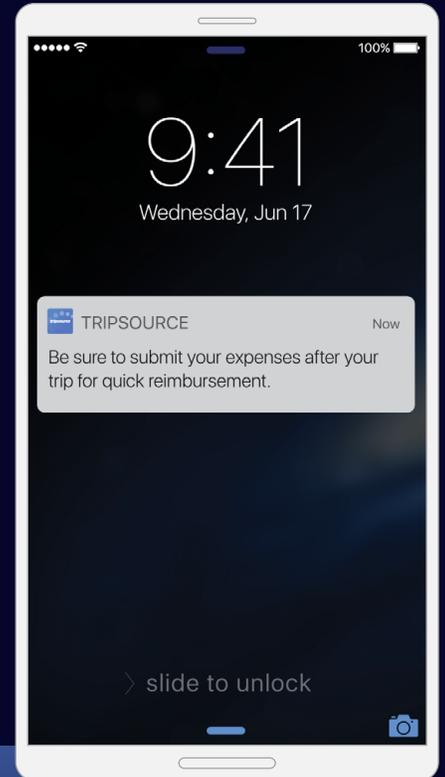
Receive reminders about expense reports.

* This feature requires company activation.

Snap & submit receipts.

Keep your trip expenses organized. Snap a photo* and submit receipts directly to your expense management provider.

Simply **add a receipt**, choose the trip the receipt is associated with and **either import** an image from your camera roll **or capture** the receipt directly from the app.

Once the photo is loaded, select the **receipt type, currency and dollar amount**, then save. After all receipts are loaded, you can send them **directly to your expense management** tool. It's that easy!
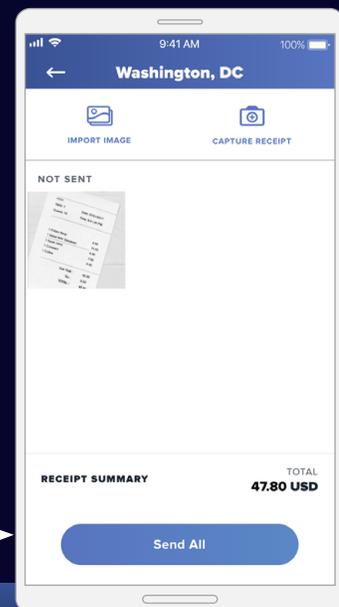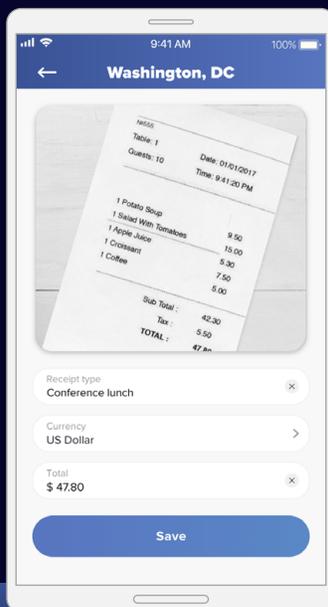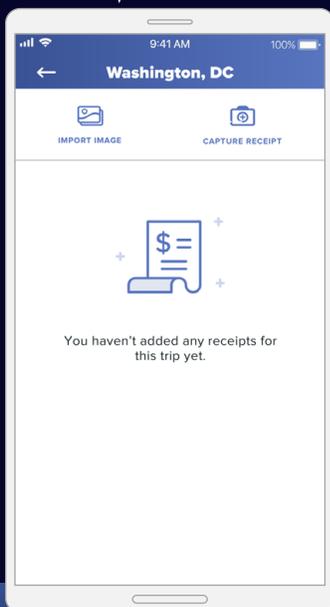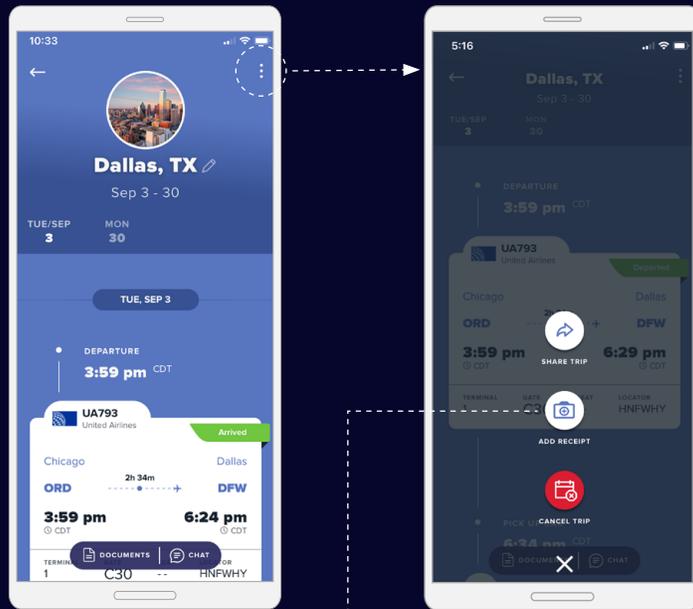

Confirm photos of receipts are acceptable to your company and country before use.

Save your documents.

The information you need to travel confidently is right at your fingertips with Document Vault.

Easily take photos and upload travel documents, travel insurance details and more. All the documents you may need along the way – in one place.

Simply **swipe left** from the home screen. From there, you can **select 'See all documents,'** **view them individually** and **add new documents** via your files, camera or photo gallery.

Trip details in the language of your choice.

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

To change the language setting on an **iPhone**, go to Settings > General > Language & Region.

On an **Android**, swipe down to see the quick toggle menu.
Tap the gear icon > Settings > General Management > Language and Inputs > Language.

Go places!

Access trip details, book the best rates, receive real-time flight notifications and much more.
Download the TripSource® app today!

A seamless experience.

Log in to **tripsource.com** from any device for the same great experience.

Easy-to-use-tools are found in the navigation bar. See your trips, view messages, manage shared trips and search flights.

Book* your flight, hotel, train and car through TripSource for the best rates, selection an experience.

Manage your account and access your profile.
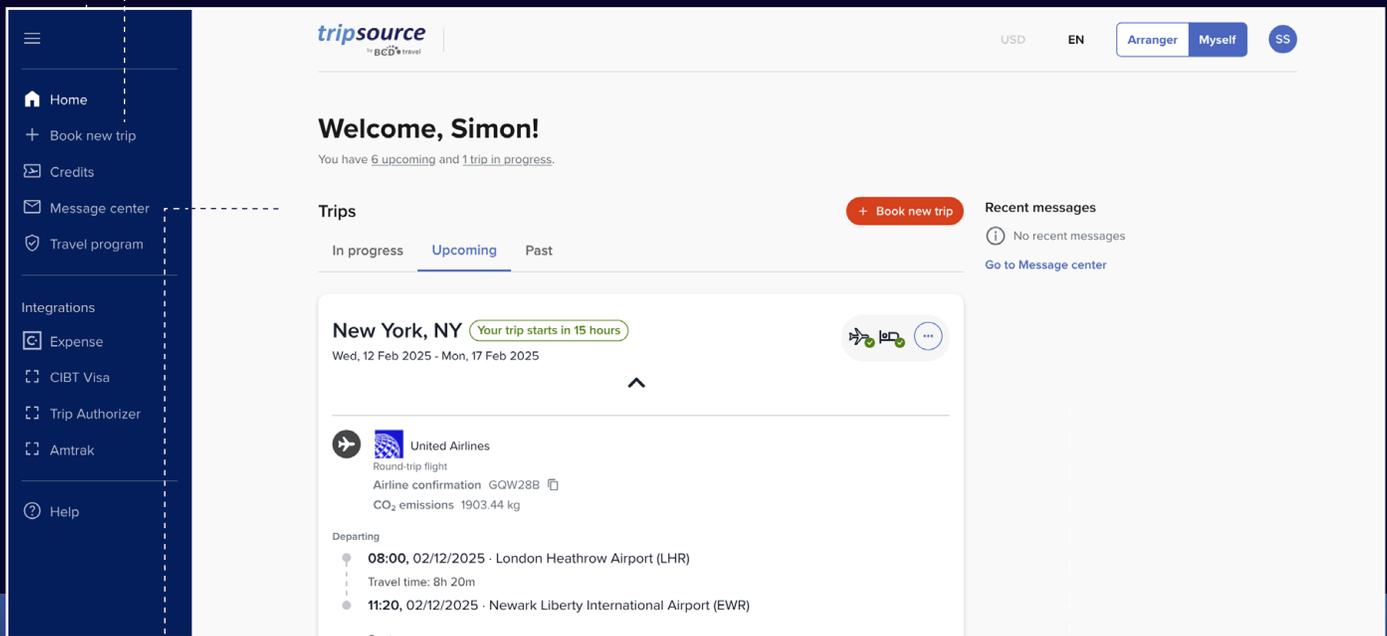
At-a-glance view of **upcoming and past trips.**

Click a trip to **show its segments.** Click the segment for all the details.

Message center

* Available in select markets and requires company participation.