

Introducing TripSource®

The next generation of booking and trip management.

TripSource® makes business travel better through **personalized experiences, meaningful interactions** and **transactions that save time and money**. Access trip details, receive real-time flight notifications, safely store travel documents and much more!

Personalize

Easily manage your preferences and travel details to customize your TripSource experience.

- **Share trips:** Keep others updated on trip progress and aware of any changes.
- **Calendar sync¹:** Send trip directly to a device calendar and never miss an update. *Available only on iOS devices.*
- **Snap & submit receipts¹:** Snap a photo and submit receipts directly to your expense management provider.
- **Document vault¹:** Assign digital travel documents and travel insurance details to specific trips for easy access.
- **Manage notifications¹:** Select which push notifications to receive, including flight notifications and check-in reminders.
- **Change appearance¹:** Override your device's appearance setting and switch between light mode, dark mode and the system default.
- **Biometric login¹:** Access the TripSource app without having to remember your username or password.
- **Travel arranger²:** A designated travel arranger can update your profile and manage travel—view, create, edit and cancel trips—on your behalf.

Interact

Stay informed and connected throughout the journey. TripSource communicates with you every step of the way—before you go, while you're away and as you return home.

- **Flight alerts:** Up-to-the-minute flight information, including delays, gate changes and cancellations.
- **Check-in reminders:** Sent when it's time to check in to a flight or hotel.
- **Risk alerts:** Automatically sent when a security, weather or transportation event may impact your trip.
- **Emergency response notifications:** Sent when an incident occurs within 50 miles of a location listed on your itinerary that may cause major risk, injury or potential death.
- **Policy messaging:** Designed to ensure you follow guidelines and stay in policy.
- **Feedback surveys:** Give feedback about your travel experience.

¹ TripSource mobile only. ² TripSource web only.

Transact

Travelers can shop and book the best rates and fares with clear policy guidance.

- **Search & book:** Flight, train, hotel and car booking is available in select markets and requires company participation.
- **OBT connect:** Tap into your company's preferred online booking tool—no additional sign in required.
- **Airline credits display²:** View all airline credits in one place so you can better manage your travel spend.
- **Smart choice:** Find the hotel rate with the best value highlighted at the top of the rate results as the smart choice.
- **Sustainability features:** Select the eco-friendly label for hotels, find hotels with EV charging stations, filter cars by fuel type (electric or hybrid) and view the CO2 emissions display for flights.
- **Cancel trip:** Do you need to cancel a trip? Do it in one click. If you try to cancel your trip within four hours of your travel time, you will be prompted to call an agent.

TripSource is currently supported in over 150 countries in ten languages: English, French, French (Canadian), German, Italian, Japanese, Norwegian, Portuguese (Brazilian), Spanish and Swedish.

Need help?

Check out the [TripSource User Guide \(Mobile\)](#), [TripSource User Guide \(Web\)](#) or visit tripsource.com/support.

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