TripSource® Overview

The simplicity of managing travel all in one place.

TripSource keeps travelers **informed**, **organized** and **in program**. We're here to provide more choice, help with decision making and optimize travel programs of all sizes.

Driving traveler engagement

Itinerary management

Travelers are organized and in control of all their travel details regardless of how they booked their trip. They can easily share their itineraries, manage travel receipts, add a meeting or dinner and even sync everything to their calendar. One comprehensive digital itinerary. All at their fingertips.

Shopping & booking

Travelers can easily shop and book their travel from our proprietary booking platform, or seamlessly connect from TripSource to their preferred online booking tool. They can reserve their favorite hotel, book a car and select a flight in just a few minutes. And all at the best rates and fares.

Smart communications

TripSource keeps travelers engaged every step of the way—before they go, while they're away and as they return home. We're focused on boosting traveler engagement with messages that steer good travel choices, influence spend decisions and provide health and risk information.

Traveler identity

A personalized service experience is built around identity management. With TripSource, travelers can easily update and store travel preferences, payment details and loyalty program information for a secure and seamless experience.

Optimizing your travel program

Modern user experience

With intuitive navigation, self-service features and easy-to-use filtering options, travelers can manage their travel the way they want and with minimal effort. By making things easier and clearer, you build a well-cared for and engaged traveling workforce focused on the business.

Available via app & desktop

Travelers are mobile. Your travel management tools should be too. TripSource is available as a downloadable app for iOS and Android. Travelers can also access TripSource anytime, anywhere, from any device at tripsource.com.

Integrated policy

Behind the scenes, our configuration engine enables TripSource to apply your policy and preference settings against our travel content. This ensures your negotiated fares and rates are displayed along with the prioritization that best aligns with your policy and program.

150+ countries, seven languages

Support your travelers no matter where they are, in a way that works for them. TripSource is currently supported in over 150 countries in seven languages: English, Spanish, Brazilian Portuguese, French, German, Swedish and Norwegian.

Highlights

✓ **Itinerary management:**

- **Share trips:** Keep others updated on trip progress and aware of any changes.
- **Import trips:** Import bookings made on your own or with an agent.
- **Add trip items:** Add a meeting, event or even a meal to TripSource to create one organized itinerary.
- **Click to call / Cancel trip:** Need to speak with an agent? Click to call. Need to cancel a trip? Do it in one click.
- **Snap & submit receipts:** Snap a photo and submit receipts directly to the expense management provider.
- **TripSource Messenger:** Live chat with specially-trained BCD Travel agents.
- **Travel Arranger:** A designated Travel Arranger can update traveler profiles and manage travel—view, create, edit and cancel trips—on the traveler's behalf.

✓ **Smart communications:**

- **Flight alerts:** Up-to-the-minute flight information, including delays, gate changes and cancellations.
- **Risk alerts:** Automatically sent when a security, weather or transportation event may impact a trip.
- **Check-in reminders:** Push notifications sent when it's time to check in to a flight or hotel.
- **Policy messaging:** Push notifications designed to ensure travelers stay in policy.
- **Polls:** Give feedback about the travel experience.
- **Trip related COVID-19 information:** Stay informed and make safe travel decisions.

✓ **Shopping & booking for hotel, car & flight**

- **Search & book:** Reserve a hotel stay, book a car and select a flight directly in the app in just a few minutes.
- **Flight availability:** Find the flight that best suits your needs.
- **Save favorites:** Save favorite hotels by tapping the ♥ icon.
- **OBT Connect:** Tap into a company's preferred booking tool—no additional sign in required.

✓ **Traveler identity**

- **Manage notifications:** Select which push notifications to receive, including flight notifications and check-in reminders.
- **Profile information:** Add personal information, business details, emergency contacts and more.
- **Loyalty programs:** Store loyalty program information in one place.
- **Payment preferences:** Access payment details quickly and securely.
- **Company policy:** Know what's allowed, when to book, who to book – and most importantly, why.
- **Biometric login:** Access the TripSource app without having to remember a username or password.

Download the TripSource User Guide for more details.

Download the app

Access trip details, book the best rates, receive real-time flight notifications and much more!