## **Concur Tips and Tricks**

## Setting up the Triplt Pro Mobile App

Install the TripIt Pro Mobile App using these instructions.

Step 1 – Find and Install the SAP Concur App	Step 2 – Create an Account
On your mobile device find and install the TripIt App in the <u>Apple App Store</u> or <u>Google Play Store</u>	Open the TripIt App and create an account using your umaryland.edu email
Step 3 – Log into the TripIt App	Step 4 – In Concur Go To the App Center
Using the login information from Step 2 finish your account creation and login Account Luke Quell Luke Quell Luke Quell Uuel@umaryland edu Wontor your loyalty programs and rewards. Montor your loyalty programs and rewards. Montor your loyalty programs and rewards.	Inside of the Concur Application go to the App Center and select TripIt
Step 5 – Connect TripIt	Step 6 – Review the TripIt App Training Material
Connect Triplt and login using the login created in Step 2	Review the <u>training material</u>