

Concur TripIt Pro User Awareness Guidelines

Duke has recently embarked on a new travel program with Concur. Concur is a leader in travel integration, allowing for travel and expense coordination.

Concur [TripIt Pro](#) (TripIt) features web-based and mobile application options. TripIt allows integration between all aspects of travel, including airline, hotel, rental cars, etc., creating a master travel itinerary. Duke is pleased to offer TripIt as a Concur enhancement to all employees.

If you choose to use TripIt, you create your own username and login separate from your Duke login used to access Concur. In doing so, you agree to TripIt's [Privacy Policy](#) and [User Agreement](#). Prior to creating your TripIt login, we encourage you to read and understand these policies.

Key points of consideration include, but are not limited to:

- Your name, email address and password, and home airport are collected when creating a TripIt account. You choose what other information to share with TripIt. Carefully review and select privacy and sharing settings within TripIt.
- You may assign proxy/delegation rights to others (i.e., an admin, significant other, child, etc.) to make or view travel arrangements. Remember to review these assignments periodically to ensure changes are not needed.
- TripIt offers linkage of one or more email accounts with your TripIt account. By doing so, you agree to allow TripIt to automatically access and analyze emails in your email account(s) on an ongoing basis to identify travel and travel-reward related emails that contain travel bookings, boarding passes, or reward-program statements. Once identified, travel itinerary and reward-program information is then extracted from your emails into your account so you may access this information in TripIt. TripIt does not use this information for marketing or advertising, but you should be aware this occurs.
- Travel itinerary information from any booking tool can be integrated with TripIt.
- TripIt allows for account creation via social media (Google, Facebook, or Yahoo) credentials for site access and collects and shares data with these sites (bi-directional data sharing).
- If you allow TripIt and social media integration within the app and are part of Duke Health (DHE), please be careful you do not violate the [Social Media Policy](#), which specifically states, among other things, DHE workforce should “Use your personal email address as your primary means of identification”, and 2) “If personal social media and online activity is not consistent with Duke Health’s reputation or brand, the workforce members should not refer to Duke or identify a connection to Duke Health.”
- TripIt can combine additional personal data sets for location tracking, product marketing, and service suggestions. If you download the TripIt app for business and personal travel, Duke may potentially have access to your personal travel information through our relationship with Concur. You have the option of not adding personal travel to your TripIt account.
- TripIt is an optional feature to Concur, requiring you to actively consent to the application’s use, allowing you to customize your experience and the amount of information incorporated into the site. You can control email, SMS (text) and push notification settings plus the types of communications you receive from TripIt.
- TripIt is a licensee of the TRUSTe Privacy program. TripIt information practices have been disclosed and our privacy practices reviewed for compliance by TRUSTe.
- If you have TripIt questions, please refer to the [TripIt Help Center](#).