# Better business travel
with TripSource.

TripSource® makes business travel better through personalized experiences, meaningful interactions and transactions that save time and money.

The new desktop experience provides travelers and travel arrangers with unparalleled inventory at the best fares and rates, intuitive navigation and enhanced self-service capabilities that empower users.
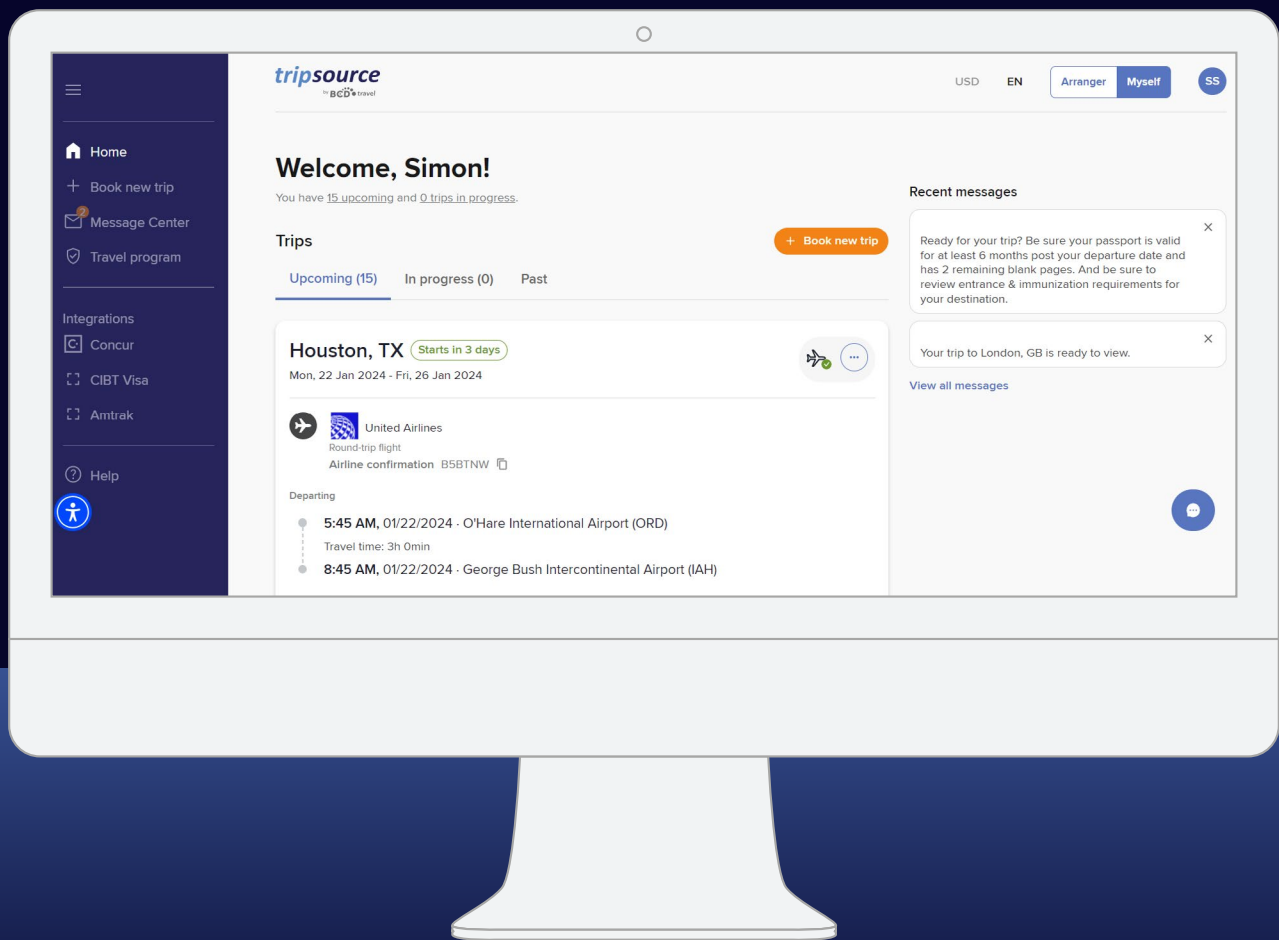
Getting started **is easy.**

Create your TripSource account in five simple steps.

1. Enter your **company email address.**

2. Create a password.

3. Read and agree to the Terms & Conditions and Privacy Policy.

4. Click **Sign Up.**

5. Receive a confirmation email and click the verification link – you're all set!

Some companies have single sign-on (SSO) directly into TripSource, eliminating the need for a password. Check with your travel team.
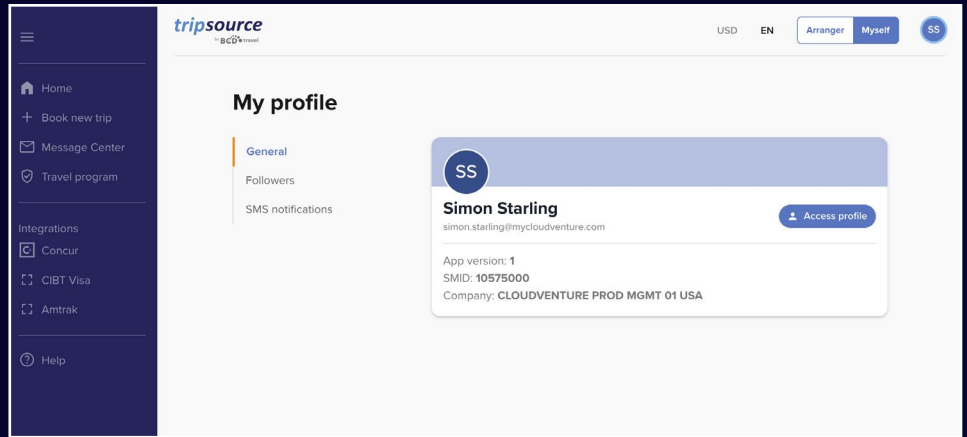
Trouble registering? Visit our support page.

Questions? Visit our FAQ page.

Now, you're registered for TripSource!

Make sure you're getting the most out of your TripSource experience.
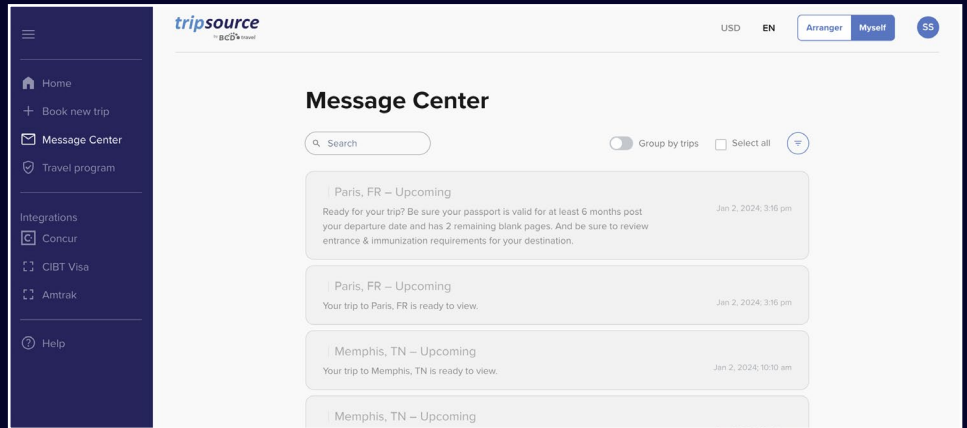
Personalize

Manage preferences and travel details to customize* the experience.

Interact
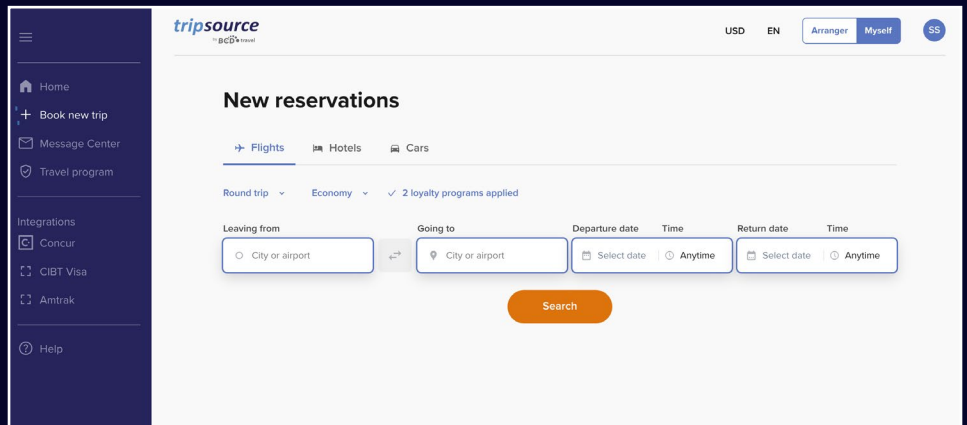
Stay informed and connected throughout the journey.

Transact

Shop and book† the best rates and fares with clear policy guidance.

*Must use TripSource Profile Manager (TSPM) as primary profile management tool.

†Available in select markets and requires company participation.

All your trips at a glance on the new Home page.

Now you're registered for TripSource and ready to book! After you've booked your first trip, you'll have access to all your travel details immediately. Just log in to view a trip summary on the Home page.

View your trips

Select from In progress, Upcoming or Past trips. Click on a specific trip to see all the details in one place.

Add missing segments

Click the three-dot icon on a trip card to easily add any missing segments.


Share trip information

Share your trips with others to keep them updated on your progress and aware of any changes. Just click the three-dot icon on a trip card and select **Share the trip.**

Cancel segment

Click the trip card for the segment you want to cancel. From the expanded view select **Cancel** under **Manage hotel / car.**

Download travel invoices*

Select a past trip, click the trip card and on the expanded view you'll see **Invoice** at the top right of the screen. Click **Invoice** to automatically download it to your computer.
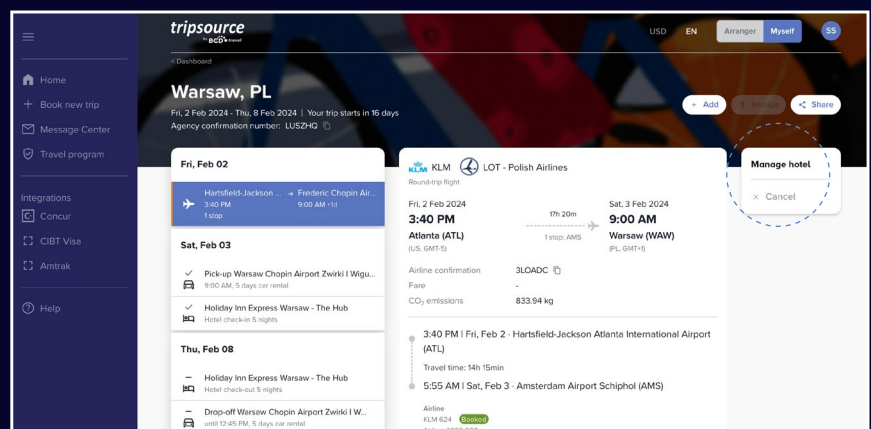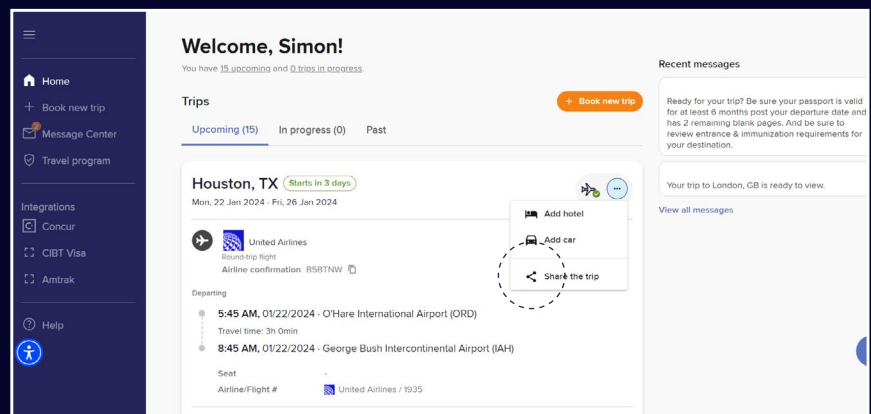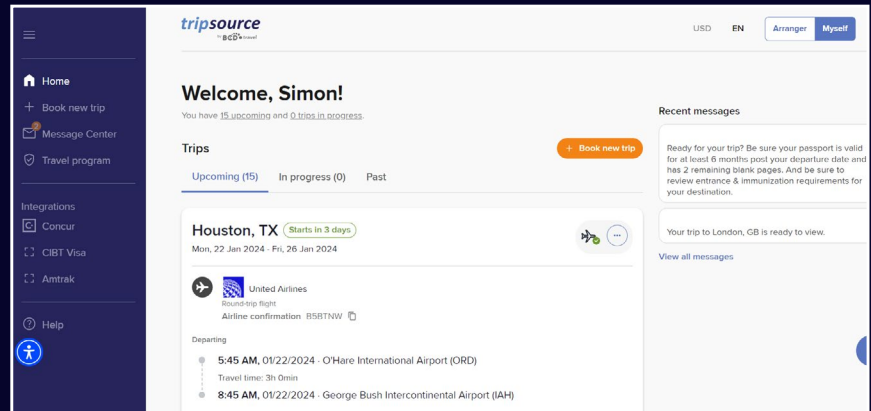
*This feature is currently only available in North America.

View recent messages

The most recent messages are front and center on the Home page so you're always in the know.

Select language and currency

Quickly select your language and currency by clicking the dropdown at the top of the page.

Switch to Arranger mode

Are you a travel arranger? Click here for information about getting started!
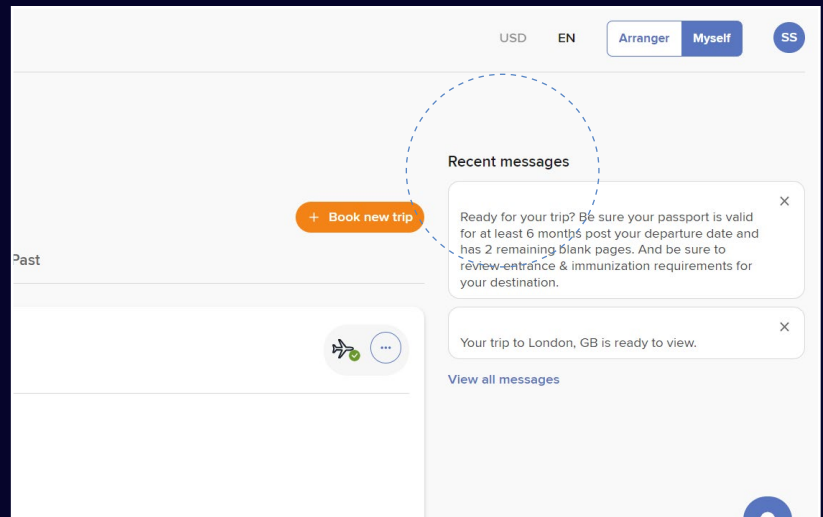
Store your profile information and preferences

Click your initials located at the top right and select **My profile.**

Then click **Access profile** to edit profile details and preferences, including secure payment details, loyalty program information and more.
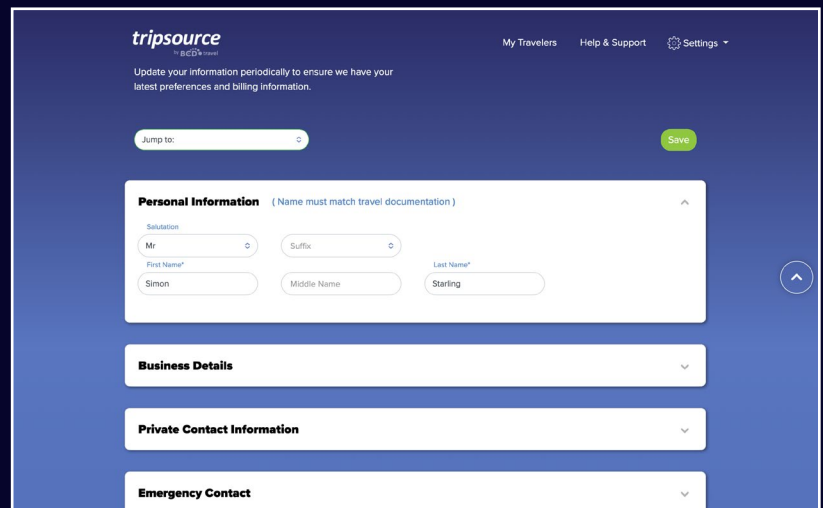
Read the latest travel news

Scroll down the Home page to see Headlines, including travel news, pro tips and fun facts.

Ready, set, book a new trip.

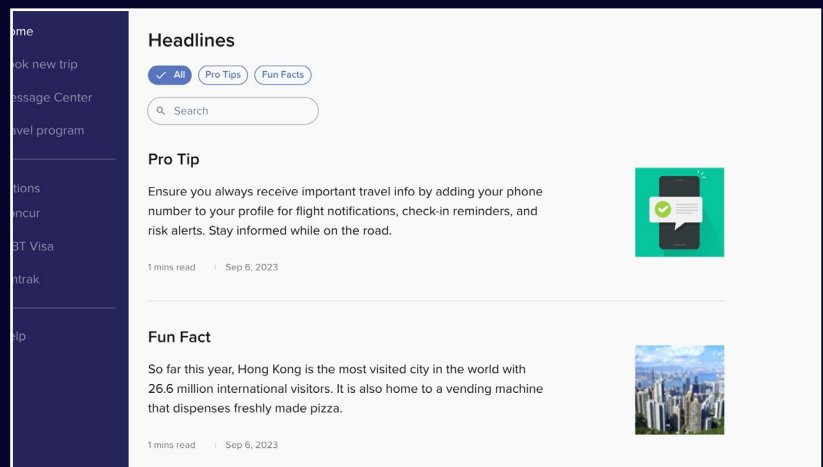Select a flight, reserve your hotel and book a car in just a few minutes.

There are two ways to book your trip in TripSource:

1. Select **Book new trip** from the menu or the Home page to book* directly in TripSource web.

2. Click your company's preferred booking tool under **Integrations** — no additional sign-in required.

Either way, your company's fares and rates are already loaded, so booking in policy is super easy!

Available in select markets and requires company participation.
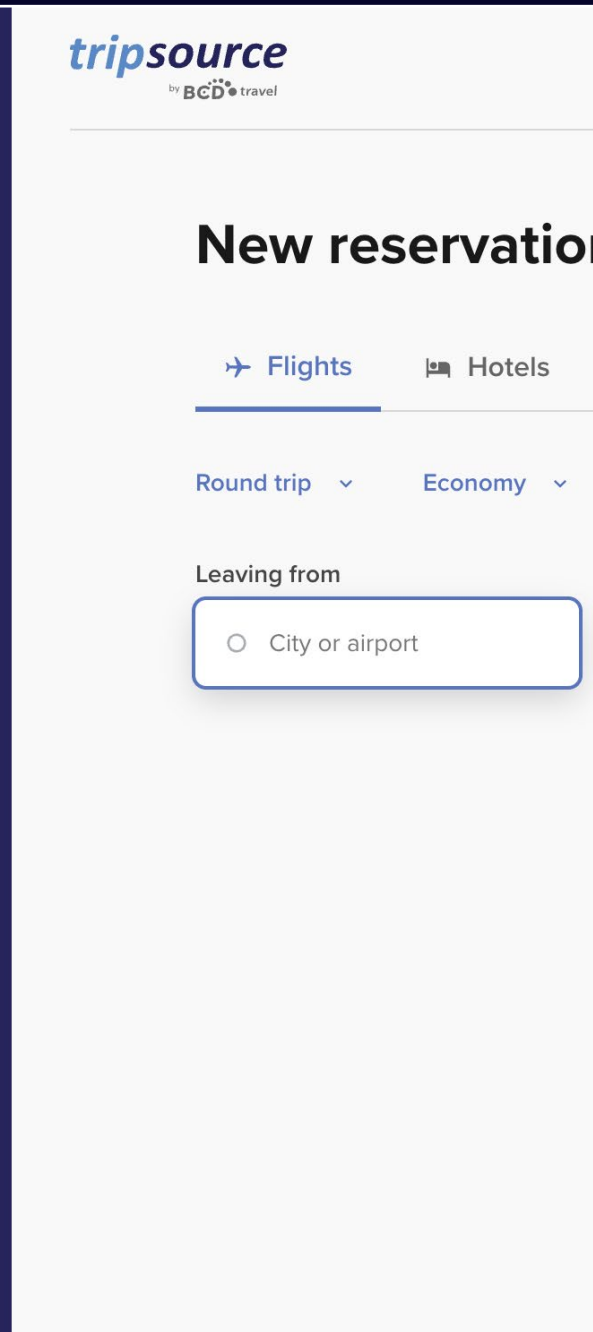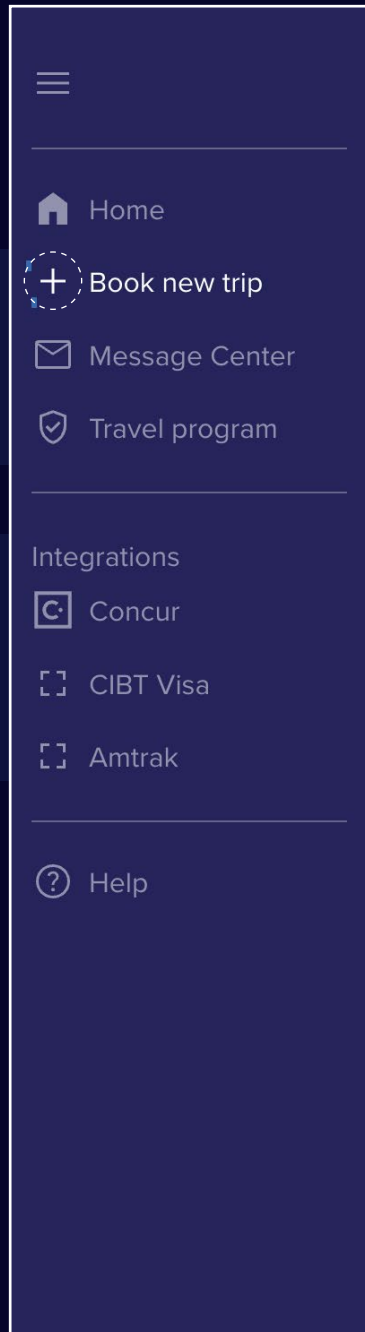
Shop flights, book and go!

To **add a flight** to your trip, click **Book new trip** and select **Flights.**

Select One way, Round trip or Multi city.

Choose between Economy, Premium Economy, Business and First.

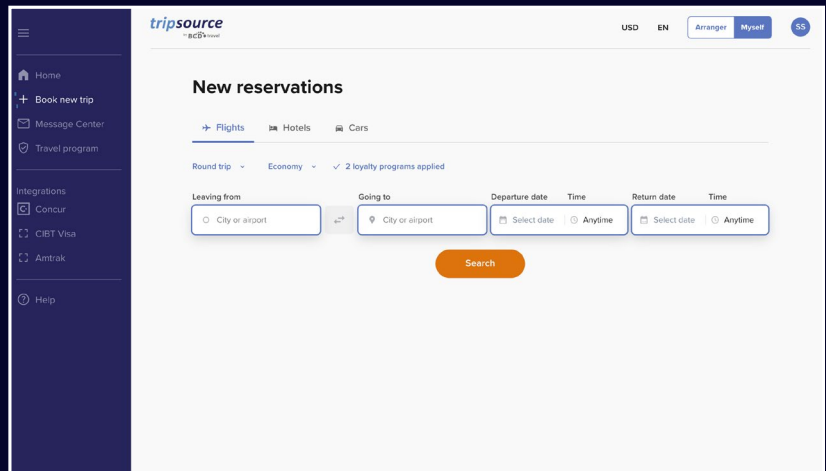View or add **loyalty programs** to be applied.

Enter Leaving from (city or airport), Going to (city or airport), Departure date and time, and Return date and time.


Click **Search** and your results will display, including airline, flight times and price. Click the down arrow on the right side to view additional information, including CO2 emissions, travel time, cabin class, meals, and more.

View any **unused airline credits***, including the carrier, the value and the expiration date.

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

If offered, review the **branded fares** to see additional amenities included with the fare options.
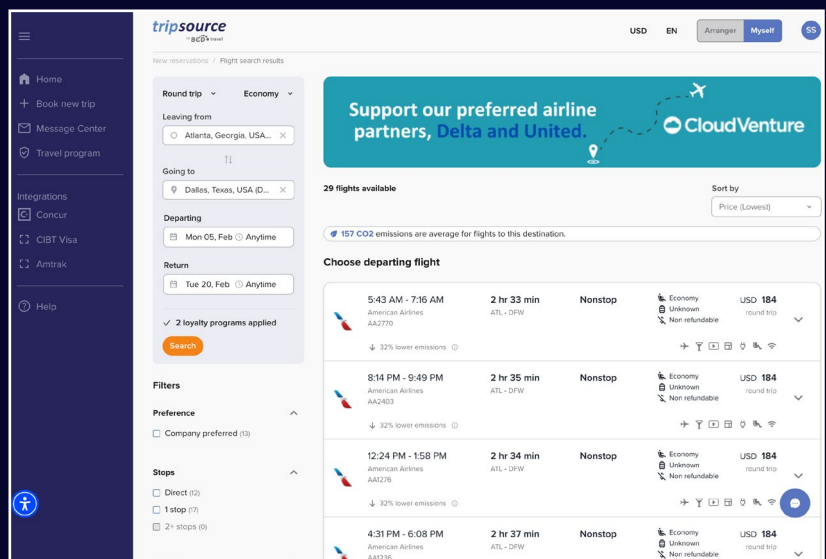
Once you've selected your flights, you'll be taken to the **check-out page.**

Review your booking details and traveler information, select payment method, fill out any required company details, add meals, select seat, add travel documents and click **Complete Booking.**

You'll see the **reservation details,** including the confirmation number. This booking will be automatically added to your trip.

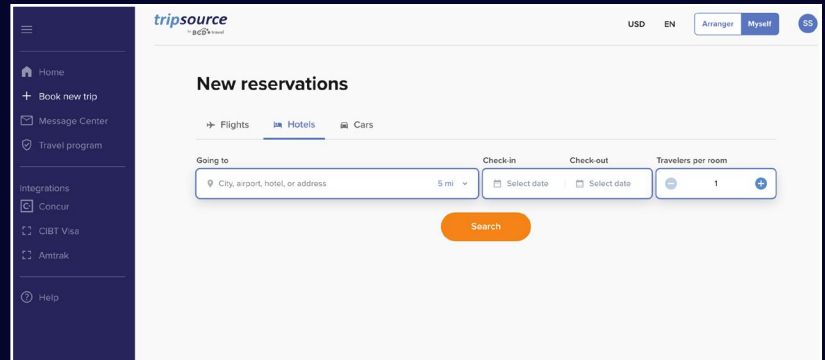**This feature is currently only available in North America.*

Shop hotels, **book and go!**

To **add a hotel** to your trip, click **Book new trip** and select **Hotels.**

Search by city, airport, hotel or address or by distance from your destination.
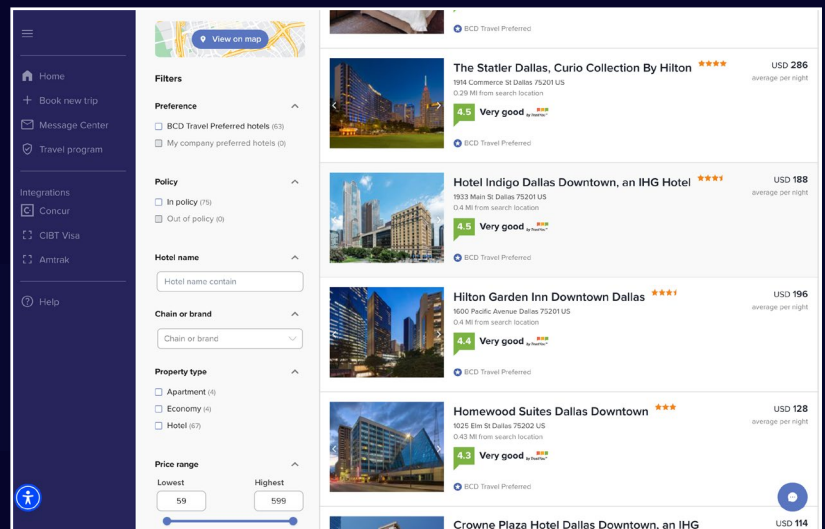
Add your check-in and check-out dates, and how many travelers per room.

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

My company preferred hotels will be flagged with a ✅ and **BCD Travel Preferred hotels** will be flagged with a ⭐.

View results in a list or on a map.

Filter results by preference, policy, price, amenities and more.

Once you've selected a hotel and chosen your rate, you'll be taken to the **check-out page.**

Review your booking details and traveler information, view and add loyalty programs, select payment method, fill out any required company details, add any special requests and click **Complete Booking.**

You'll see the **reservation details,** including the confirmation number.

This booking will be automatically added to your trip.
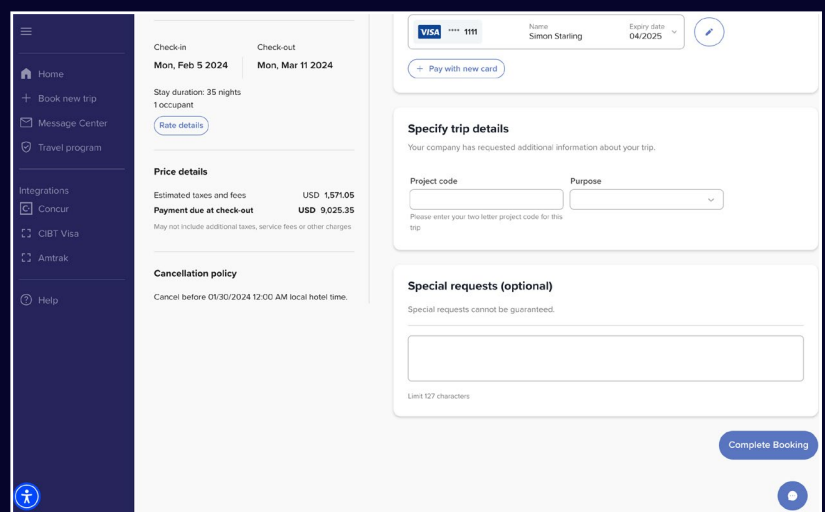
Shop cars, book and go!

To **add a car** to your trip, click **Book new trip** and select **Cars.**

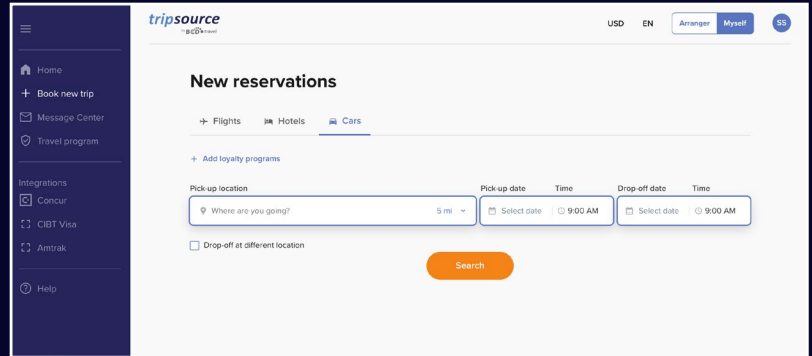Enter the pick-up location, pick-up date and time, and drop-off date and time.

View or add **loyalty programs** to be applied.

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

Filter the results by preference, vendor, vehicle category and more.

Sort by preferred, distance or price – high to low or low to high.

On the search result card, you'll see vehicle category, vendor, transmission, pick-up and drop-off location and price. Click the down arrow on the right side to view more information, including accepted payments and vehicle rates.
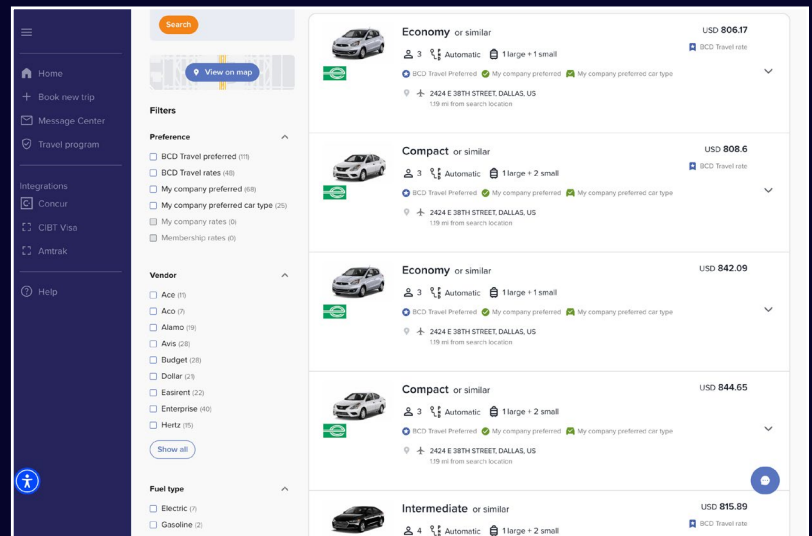
Once you've selected a car, you'll be taken to the **check-out page.**

Review your booking details and traveler information, select payment method, fill out any required company details, add any optional services and click **Complete Booking.**

You'll see the **reservation details,** including the confirmation number. This booking will be automatically added to your trip.
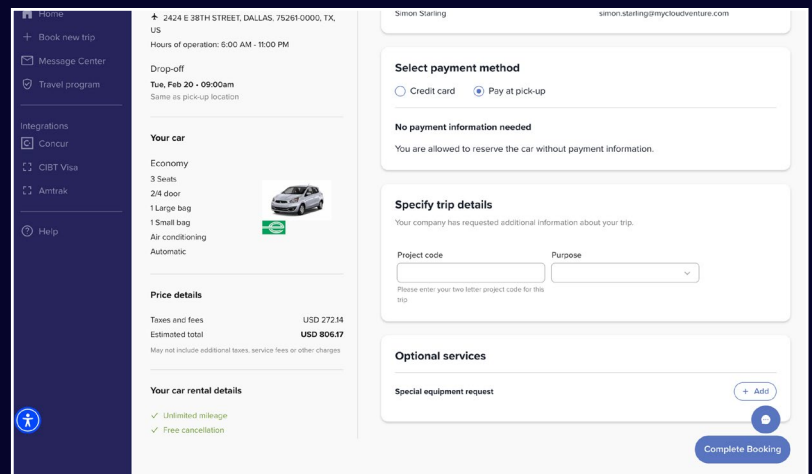
Get the updates you need in the Message Center.

Receive timely messages in the Message Center.
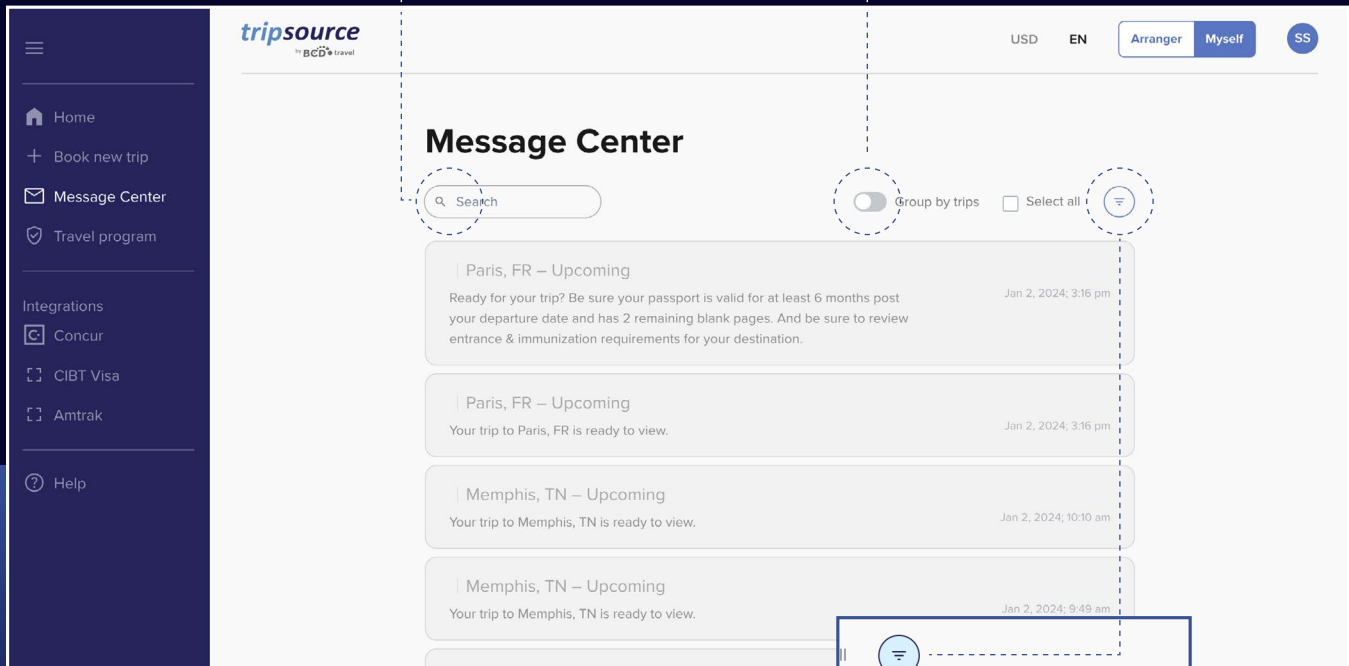
Use the **Search** feature to search by keyword.

Use the toggle at the top to **group messages by trip.**

tripsource by BCD travel

USD   EN   Arranger Myself   SS

☰

🏠 Home

＋ Book new trip

✉ Message Center

🛡 Travel program

Integrations

🄲 Concur

⌗ CIBT Visa

⌗ Amtrak

❓ Help

Message Center

🔍 Search

Group by trips   ☐ Select all   ⊜

| Paris, FR – Upcoming

Ready for your trip? Be sure your passport is valid for at least 6 months post your departure date and has 2 remaining blank pages. And be sure to review entrance & immunization requirements for your destination.

Jan 2, 2024; 3:16 pm

| Paris, FR – Upcoming

Your trip to Paris, FR is ready to view.

Jan 2, 2024; 3:16 pm

| Memphis, TN – Upcoming

Your trip to Memphis, TN is ready to view.

Jan 2, 2024; 10:10 am

| Memphis, TN – Upcoming

Your trip to Memphis, TN is ready to view.

Jan 2, 2024; 9:49 am

See all messages or choose between **Trip-related messages** or **Non-trip related messages.** Non-trip related messages include scheduled maintenance, system outages and new feature notifications.
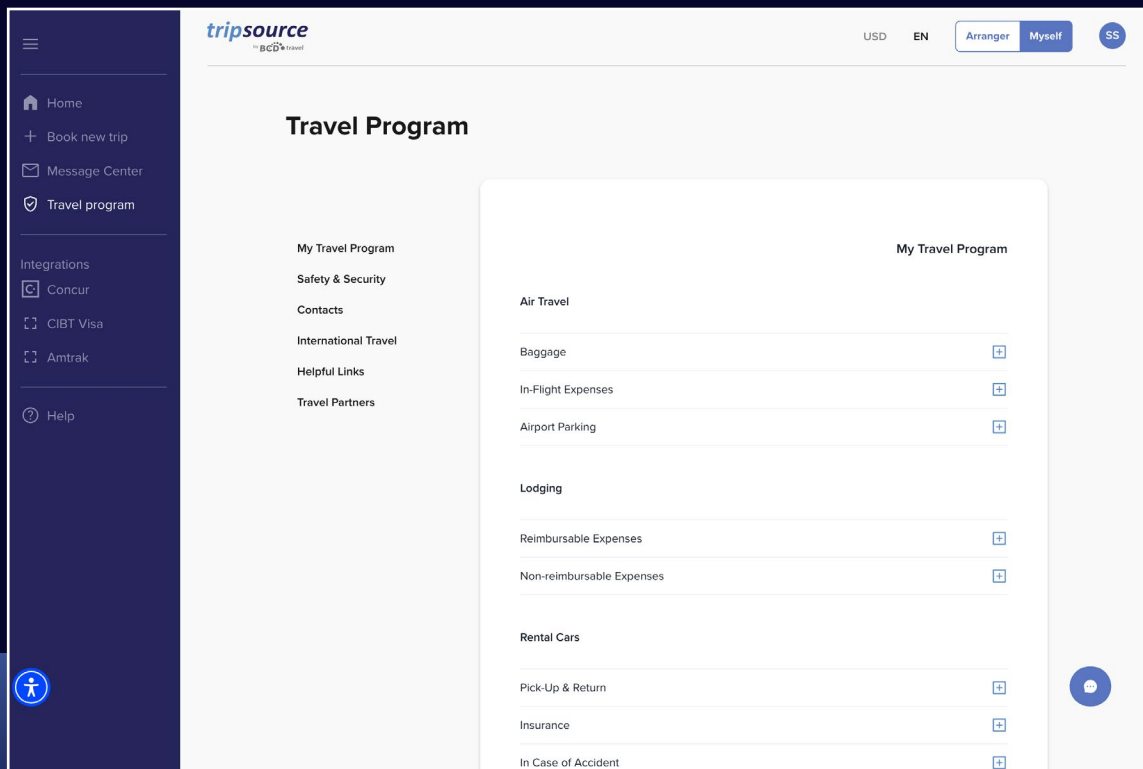
⊜

Display

All messages   ✓

Trip related

Non-trip related ⓘ

Upcoming trips

In progress

Past

Select **In progress, Upcoming** or **Past trips** to see specific messages.

Sort all messages by Recent or Oldest.

Sort by

Recent   ✓

Oldest
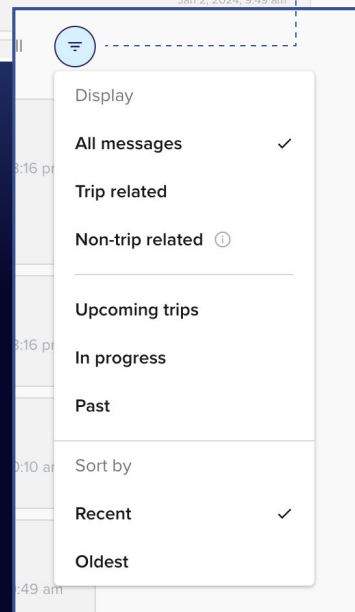
Your company's travel program all in one place.

Easily find the travel program information you need, right when you need it.

My Travel Program

View company-specific travel program information.

Safety & Security

See emergency contacts and medical assistance details.

Contacts

Find company contact information, including address and phone numbers.

International Travel

Find helpful information on international car rentals, in-flight internet and phone charges, and meal per diems.

Helpful Links

View links to US passport information, US embassies, international driving considerations and current travel alerts.
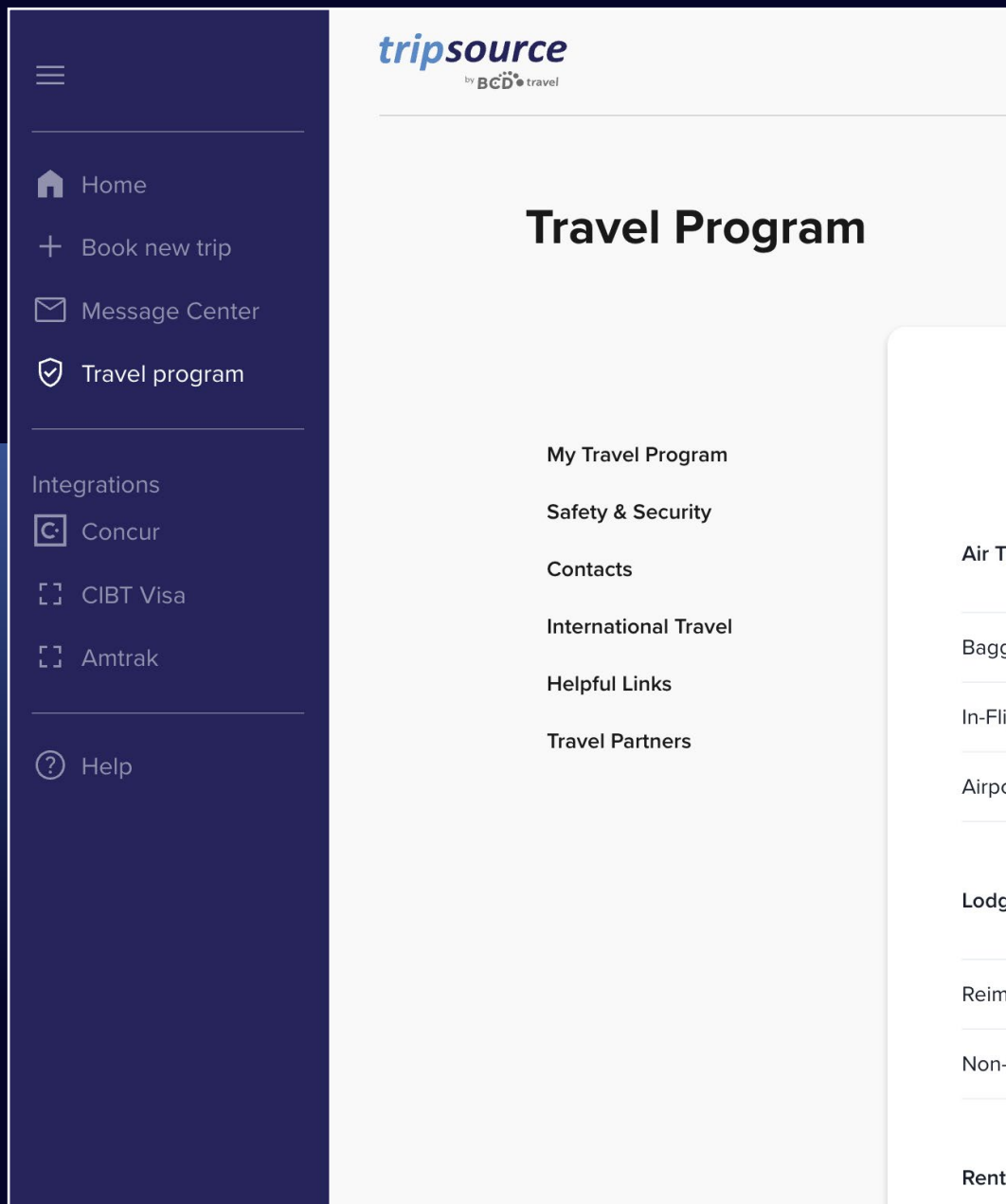
Travel Partners

See preferred Air, Hotel and Rental Car providers, as well as booking information.
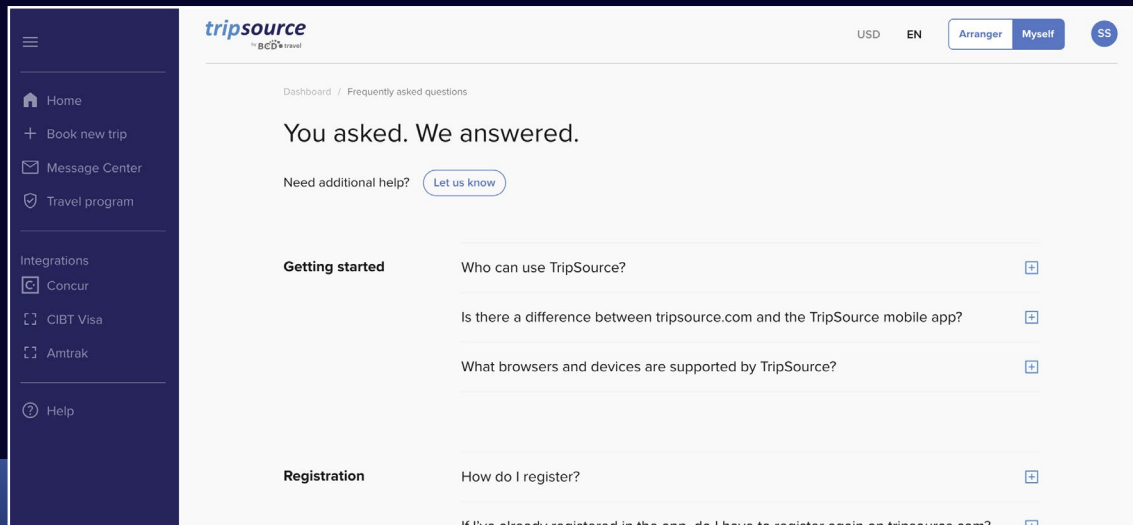
Access **additional vendors** in your company's travel program.

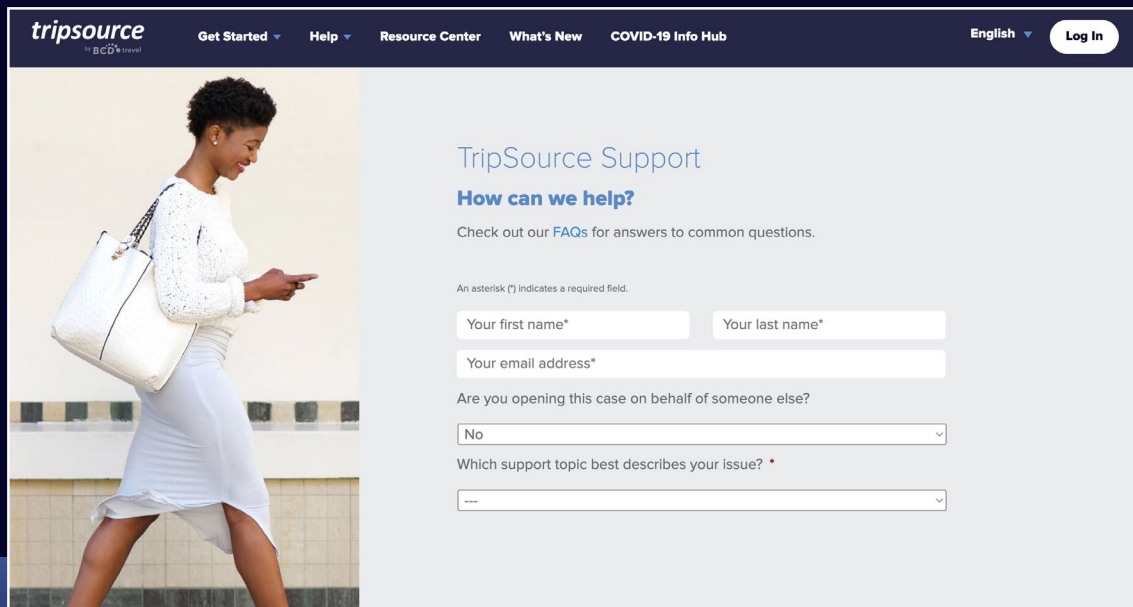Use **Integrations** to easily access third-party applications*.

*Requires company configuration.

Help is just a click away.

Visit the **FAQs** and search by topic to get quick answers to your questions.
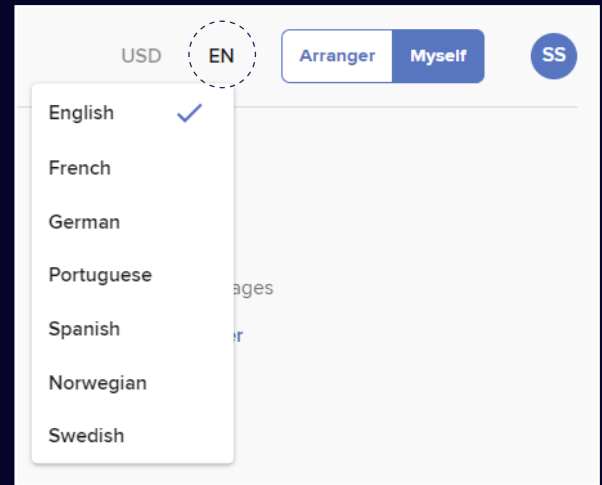

If you have additional questions, contact **TripSource Support** and let us know how we can help.

TripSource, your way.

Languages

TripSource on web is currently available in English, French, German, Spanish, Brazilian Portuguese, Swedish and Norwegian.
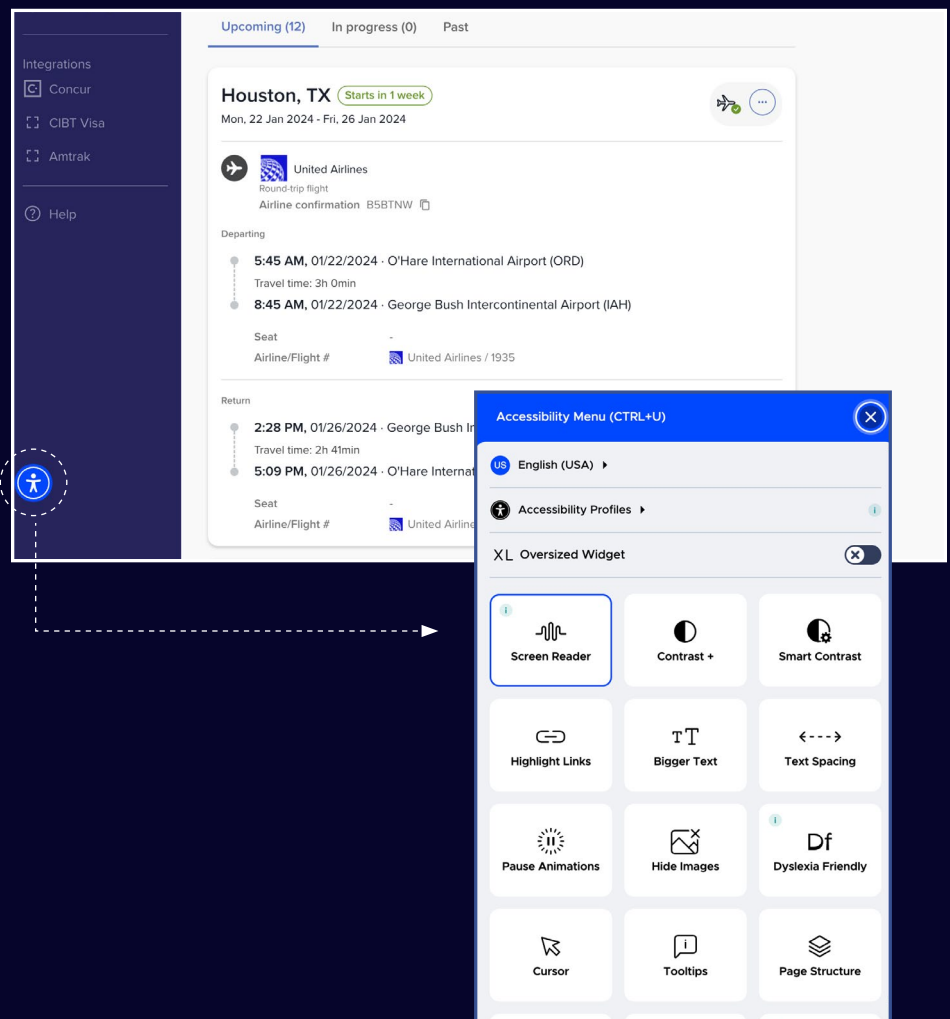
To change your language setting, click the dropdown at the top of the page.

Accessibility

If you have visual, auditory, physical and/or speech needs, you can easily access an AI-driven accessibility tool from anywhere in TripSource.

The widget is in the bottom left corner, but you can move it to any spot that works better for you.

Go places!

Stay in the know while on the go. Access trip details, book the best rates, receive real-time flight notifications and much more!

Download on the App Store

GET IT ON Google play