TripIt Pro can manage personal and business travel itineraries; however, some personal travel itineraries may flow into Concur from TripIt. If you do not want to have your personal/leisure trips created in TripIt display in your Concur, select the Leisure button in the ‘Purpose’ area of the trip creation or edit page (see below).

Any trip that is marked ‘Leisure’ at the time of creation will not be placed in Concur. If your trip was not initially marked ‘Leisure’ and is in Concur it will be removed within 24 hours of when you change the designation to ‘Leisure’ in TripIt.

Procurement Services Help Desk:
+1 (574) 631-4289
travel@nd.edu