EGENCIA – Guest Accounts

Guest Accounts are used to book travel for non-UD people when the University is paying the travel expenses. Examples are guest speakers and faculty recruiting. Payment method will be the travel arranger’s UD travel & entertainment Visa card.

1. **Request a Guest Account** from Coleen M. Bristow* in Procurement (bristowc@udel.edu), include:
   - Your name and work phone number
   - Your email address
   - Department name and Dept ID number
   - How many non-UD people need guest travel arrangements at the same time from the same location
   - *In Coleen’s absence, contact Lea Narwold (lnarwold@udel.edu)

2. **Important information:**
   - Arranger must already have an Egencia account with T&E Visa Card
   - Allow two days for Guest Account setup
   - Coleen will email you when the setup is complete
   - Each Arranger may have up to 6 Guest Accounts
     - They will be named: Yourlastname Guest 1, Yourlastname Guest 2, etc.
   - Guest Accounts can be reused
   - Traveler name(s) are assigned at the time of booking

3. **Arranging guest travel:**
   - Log-in to Egencia (www.egencia.com)
   - Click on Tools (upper black bar)
   - Click Traveler Center under the heading General
• The initial Welcome Aboard Egencia page will appear. Give the system time to load all of the “How-To’s” in Egencia. (This takes several minutes).

• Once you see the entire list of “How-To’s”, scroll down to:

  **Arranging Travel for Others**

• Click on: 5. Booking Guest Travel

Questions?
Contact the UD Travel Manager, Coleen M. Bristow (bristowc@udel.edu)

  or

contact an Egencia Customer Service Agent: 1-800-997-1495.