EGENCIA – Personal Travel

Booking personal travel with UD’s Egencia website is permissible for employees and their immediate families.

- **Personal travel** is when you are paying for non-University travel with your personally-owned credit card. (You will create an Egencia account for each family member.)
- In contrast, **Guest travel** is when UD is paying for a non-University person’s travel with a UD credit card. (You will use a Guest Account in Egencia.)
- Immediate family means spouse, children, or other household members
- Payment method must be a personally-owned credit card
- For help with complex travel that includes both business and personal travel in the same trip, contact Egencia’s customer service line at (800) 997-1495.

► **Complete these steps before booking any travel for family members:**

**Create an Egencia account** for each family member at:

[http://www.udel.edu/procurement](http://www.udel.edu/procurement)

- Click on the word Travel in the blue bar of the Procurement website
- Then click on Travel Page in the drop down
- To the right, you will see Quick Links. Click on:

  **Egencia Account Setup**
  *(first time users only)*

- Fill in the Request an Egencia User Account, (use your UDel email and your department #). Submit your account request.
- The UD Travel Manager (Coleen M. Bristow or Lea Narwold) will be sent an email requesting that this new account be approved.
- Once approved by the UD Travel Manager, you will receive a Welcome message from Egencia to your UDel email. This takes approximate 1 – 2 minutes after the UD Travel Manager approves your request for the new account.

**Update Your Profile** to add your family member(s) to your own Profile:

- Click on the down arrow next to your name in the upper black bar
● Click on the word Profile:

- Coleen Bristow (US) Profile

- Log out

● Click on My Travelers:

- Travel Arranging & Approval
  - Who can arrange & approve travel

- Travel Arranging
  - My travelers
  - My arrangers

  - TripController™
    - My approvers
    - My approval settings

● Click on Add Travelers

- Add Travelers

● Go back to your profile page, select the traveler from the drop down that you wish to make arrangement for:

- Select a traveler
  - Coleen Bristow
  - -- Choose a traveler --

● Begin making arrangements by clicking Book in the top black tool bar:
Questions?

Click on Tools, then Traveler Center. Wait for all “How-To’s” to load (this takes several minutes)

or

contact the UD Travel Manager, Coleen M. Bristow (bristowc@udel.edu)

or

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