



Egencia Tips to Know

For All:

Tip: If you do not have an Egencia account, then visit Travel Procurement's [Egencia](#) webpage and submit an **Egencia Account Request**.

- Egencia accounts are for USI employees only.

Tip: A fully processed Pre-Approval must be in Chrome River before employees may submit travel arrangements (e.g., flights, hotels) in Egencia.

Tip: A fully processed Pre-Approval must be in Chrome River before guest travel arrangements (e.g., flights, hotels) in Egencia will be purchased by Travel Procurement.

Tip: If you do not know what either a Redress Number or a Traveler Number is, then you do not have one.

For Delegates:

Tip: If you are acting on behalf of a traveler (Delegate Mode), then make sure to select the traveler before making his/her arrangements.

Tip: If you need to be added as a delegate to a traveler's account, then ask the traveler to send an email to Travel Procurement (Travel.USI@usi.edu), requesting that you be added as a delegate on his/her Egencia account.

- If the traveler does not have an Egencia account, then have the traveler visit Travel Procurement's [Egencia](#) webpage and submit an **Egencia Account Request**.
- If the traveler is a student, then an Egencia guest account will be used for his or her booking.

Tip: If you need to be added as a delegate on an Egencia guest account, then send an [email](#) to Travel Procurement and provide the name of the college or department that is sponsoring the guest/student.