EGENCIA

How-to Instructions for Guest Accounts

Arranging travel for non-UD people when UD is paying the expenses

Procurement Services
University of Delaware
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

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.expediacorporate.com](http://www.expediacorporate.com))

   ![Egencia Guest Accounts](image)

   - Under **Select a traveler** use the dropdown to pick one Guest account
(NOTE – You cannot use the **Select multiple travelers** option when arranging travel for multiple guests; Guest travel must be booked one person at a time.) Book travel as usual using Egencia’s navigation bar or icons.

After successfully booking travel for flights, hotel, car, etc., you will click the **Continue to checkout** link at the bottom of the booking page.

This will take you to **Collecting Information - Trip Preferences** where you will enter the Guest’s name, phone numbers, emergency contact, seat preference, any frequent flyer or other loyalty program numbers, etc. for each type of booking:
Final review and booking:

- Fill-in the guest information for the Flight, Hotel and Car (as appropriate)
- Click Continue to checkout at the bottom
- IMPORTANT - Enter the person’s legal name
Final review and booking

1. Delivery

Convenient e-ticket(s) will be issued for this flight.

2. Review travel items and payment information

The total cost of your trip may be listed as separate charges on your credit card statement. All Egencia service fees are charged at the time of booking and are non-refundable.

Payment Information:
- Enter UD T&E Visa card information
- Click this box to use this same credit card again with your next “guest” booking
- Click Charge this flight to book and pay for the flight
- Click **Charge this hotel** to book and pay for the hotel

- Click **Charge this Car** to book and pay for the rental car

- Specify email notifications; edit the top one if needed

- Finish the travel arrangements by clicking here

- Click **Stop arranging** to book for another guest name, a UD employee or yourself