EGENCIA

How-to Instructions for Personal Travel

Procurement Services
University of Delaware
**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. See the Egencia Quick Guide for Travelers for more information.)
- Immediate family means spouse, child(ren) 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 two steps before booking any travel:

1. **Create an Egencia account** for each family member at: [http://www.udel.edu/procurement/Egencia-setup.html](http://www.udel.edu/procurement/Egencia-setup.html)
   (Suggestion: If you have more than one person to add, bookmark this URL to use for the next person.)
2. **Update My Profile** for each family member

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1. Create Egencia account for your family member

   ![Create Egencia account](image)

   - Enter **legal** name
   - Create user name
   - Create password
   - Enter your email address (this works best for spouse or child travel arrangements)

   Continued on next page...
Select your department leave as - unassigned -

Click link to create the new Egencia account

Sign into Egencia as your family member

2. Update My Profile for your family member

Click My Profile
These links are **required** information for your family member’s profile:

**Personal Information**
1. Name, address, phone numbers
2. Email and notification preferences
3. TSA Secure Flight
4. Passport (for international travel only)

**Payment options**
5. **Personal credit cards** (see below)

**Travel arranging**
6. **My arrangers** (see page 5)

Specific instructions for **Payment options/Personal credit cards:**

![Manage credit cards]

5. **Personal credit cards**
   - IMPORTANT – you must enter a personally-owned credit card
   - Click **ADD CREDIT CARD**
   - Enter the credit card information
   - Give it a **Card description** such as “Personal MasterCard”
Specific instructions for **Travel Arranging/My arrangers:**

6. **My arrangers**
   - Enter your own first and last names
   - Click Add

6. **My arrangers**
   - Your name will appear in the Arrangers list
   - Click BACK TO PROFILE

Repeat the process for additional family members, starting with this URL to create a new Egencia account:

http://www.udel.edu/procurement/Egencia-setup.html

► **Booking Personal Travel for Family Members**

   1. Log in to Egencia as yourself ([www.expediacorporate.com](http://www.expediacorporate.com))
2. Book travel as usual using Egencia’s navigation bar or icons, ensuring.

- When you click **Select multiple travelers**, a window pops up.
- Select the people who will be traveling together.

- The names appear on the right side.
- Click the green **ARRANGE TRAVEL** button.

- **Travelers** at the top lists the people whose travel you are booking.
- You will book all the travelers simultaneously, thus ensuring everyone is on the same flight.