

Reviewing Airline Credits in Egencia

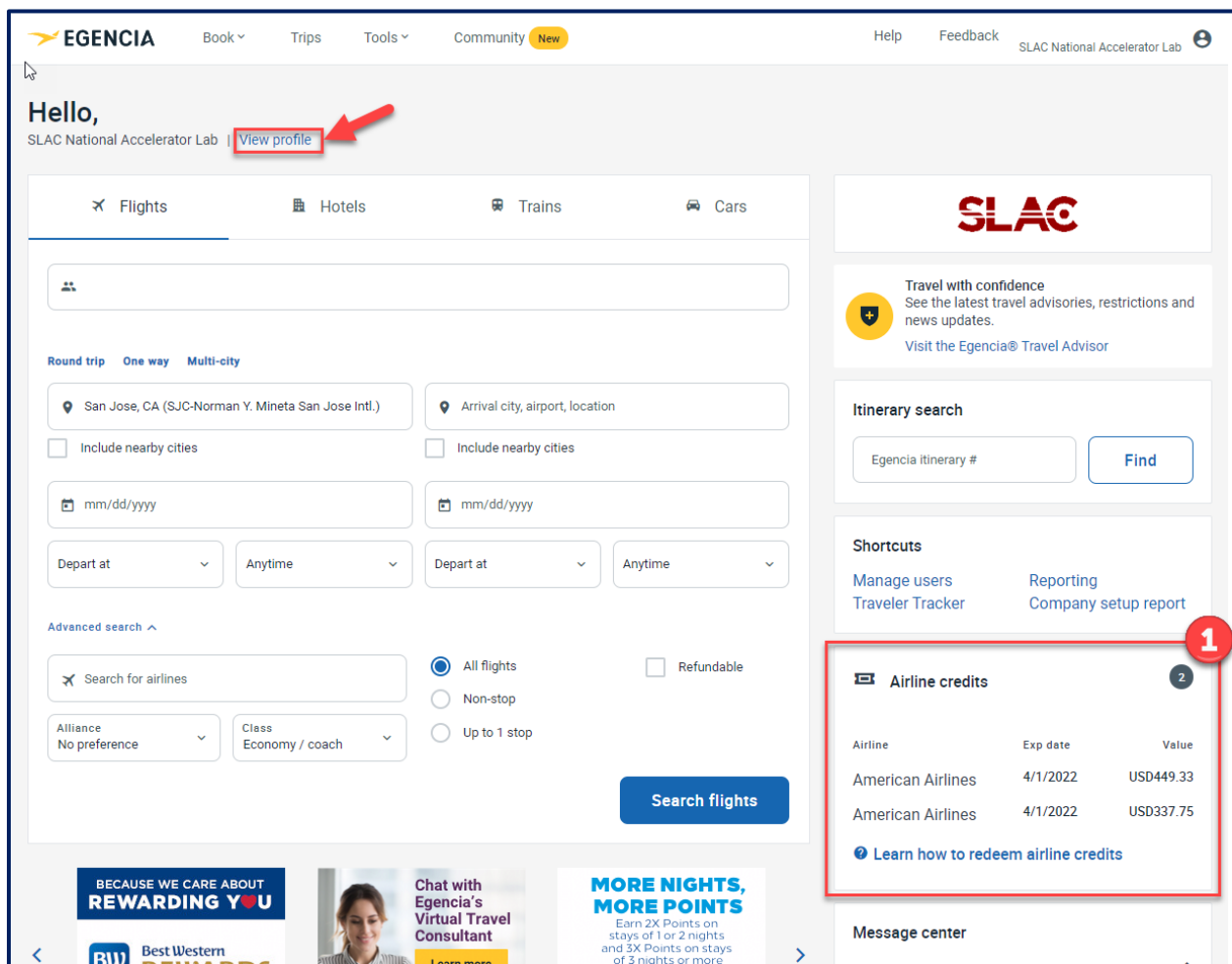
How To: Review Airline Credits in Egencia

A traveler or an arranger can log into Egencia and review airline credits for a traveler via the **"Airlines Credit"** section on the home page and/or under profile settings. Under profile settings there will be an **"Airline credits"** section under **"Payment Types"** the traveler or arranger can review. Below are screenshots for additional guidance.

Step 1

[Log in to Egencia](#) with your SLAC username and password.

Click **"View Profile"**



The screenshot shows the Egencia user interface. At the top, the navigation bar includes 'EGENCIA', 'Book', 'Trips', 'Tools', 'Community', 'Help', 'Feedback', and 'SLAC National Accelerator Lab'. Below the navigation bar, the user is greeted with 'Hello, SLAC National Accelerator Lab' and a 'View profile' link, which is highlighted with a red box and a red arrow. The main content area is divided into sections for 'Flights', 'Hotels', 'Trains', and 'Cars'. The 'Flights' section is active, showing search filters for origin (San Jose, CA), arrival city, dates, and departure times. The 'Airline credits' section is highlighted with a red box and a red circle with the number '1'. It displays a table of airline credits with columns for 'Airline', 'Exp date', and 'Value'. The table contains two entries for American Airlines, both with an expiration date of 4/1/2022 and values of USD449.33 and USD337.75. A link to 'Learn how to redeem airline credits' is also visible.

| Airline | Exp date | Value |
|-------------------|----------|-----------|
| American Airlines | 4/1/2022 | USD449.33 |
| American Airlines | 4/1/2022 | USD337.75 |

Step 2 (Optional as the information can also be seen on the home page as pictured in Step 1)
Select the “Payment Type” section and review the “Airline Credits”

Personal information
Name, phone number, address

Account settings
Email ID, password

Travel documents
Passports, other documents

Custom data fields
Department and custom data fields

User associations
Traveler groups, roles

Arrange and approve
Travel arranging and approving settings

Payment type → **1**
Payment means, credits and coupons

Loyalty programs
Frequent traveler accounts

Notifications
Email alerts settings

Preferences
General preferences, travel preferences

Emergency contact
Emergency contact information

Payment type

Credit cards [+ Add new](#)
To edit the card, delete it and add it again.

Coupons
You currently have no saved coupons.

Airline credits **2**
You can put airline credits toward the purchase of new flights on the same airline.
payment_type_no_of_credits_more_than_1
[Learn how to redeem airline credits](#)

| Airline | Passenger name | Credits amount | Travel date | Issued | Expires |
|-------------------|----------------|----------------|-------------|------------|------------|
| American Airlines | | USD337.75 | 2020-03-15 | 2020-03-13 | 2022-04-01 |
| American Airlines | | USD449.33 | 2020-03-22 | 2020-03-10 | 2022-04-01 |