Reviewing Airline Credits in Egencia

A traveler or an arranger can log into Egencia and review airline credits for a traveler 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**.

Step 2: Click “**View Profile**”

Step 3: Select the “**Payment Type**” section and review the “**Airline Credits**”