Adding a Traveler in Egencia

How To: Add a Traveler in Egencia (For Travel Arrangers)

An arranger can log into Egencia and add the Traveler via the "Arrange and Approve" section under profile settings. Under profile settings there will be a "Manage" feature the arranger can click on to add the Traveler's name. The traveler will then get an email request to add the arranger to their account. Below are screenshots for additional guidance.

Step 1
Log in to Egencia with your SLAC username and password.
Click "View Profile"
Step 2
Select the “Arrange and approve” section and click on the “Manage” hyperlink under Travelers
Step 3
Traveler receives approval email from Egencia (example below)