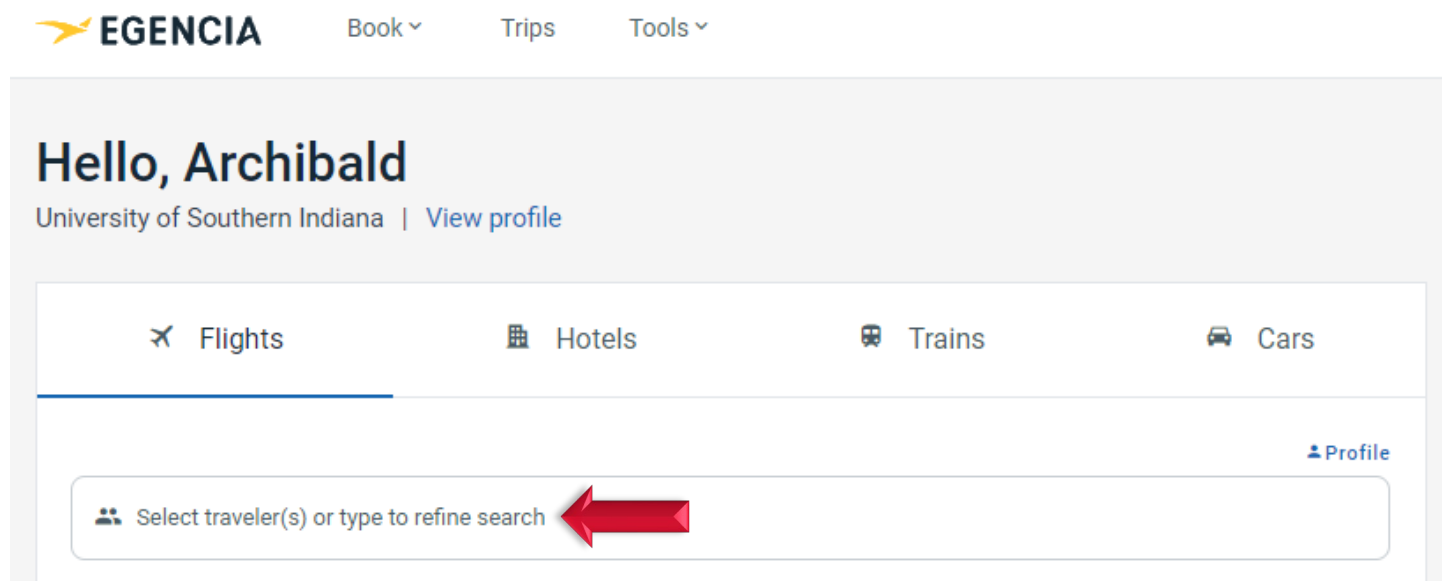


Selecting a Traveler in Egencia (Delegate Mode)

Step 1

Locate and then click in the **Select traveler(s) or type to refine search** box.



Step 2

Type the traveler's name and select his/her name from the drop-down menu.

- If the traveler's name does not appear, then one of the below scenarios is true:
 - Scenario 1: The traveler does not have an Egencia account.
Action: Have the traveler visit Travel Procurement's [Egencia](#) webpage and submit an **Egencia Account Request**.
 - Scenario 2: You are not a delegate for the traveler's Egencia account.
Action: Request the traveler to email Travel Procurement (Travel.USI@usi.edu) to request having you added as a delegate to his/her Egencia profile.

Hello, Archibald

University of Southern Indiana | [View profile](#)

✈ Flights

🏨 Hotels

🚆 Trains

🚗 Cars

[Profile](#)

👤 Tiek

All travelers

Tiek, Patricia
patieken@usi.edu

📍 Evansville, IN (EVV-Evansville Regional)

📍 Arrival city, airport, location

Hello, Archibald

University of Southern Indiana | [View profile](#)

✈ Flights

🏨 Hotels

🚆 Trains

🚗 Cars

[Profile](#)

👤

Patricia Tiek (patieken@usi.edu) x

Round trip One way Multi-city

📍

Evansville, IN (EVV-Evansville Regional)

📍

Arrival city, airport, location

☐

Include nearby cities

☐

Include nearby cities

You are now in that traveler's profile.

- To get back to your Egencia profile, click the "x" next to the person's name.

You may now proceed with creating a flight itinerary, editing/viewing the traveler's profile, etc.

- Tip:* Visit Travel Procurement's [Egencia](#) webpage for additional Egencia guides.