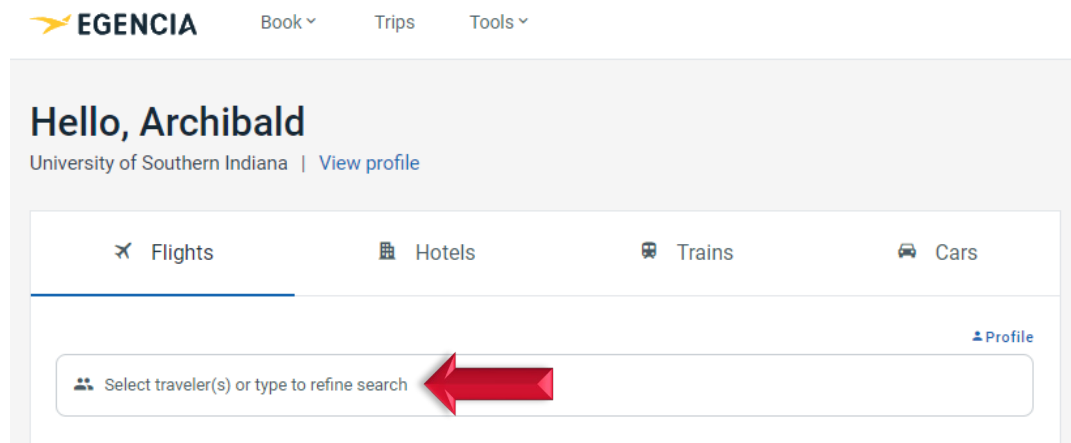


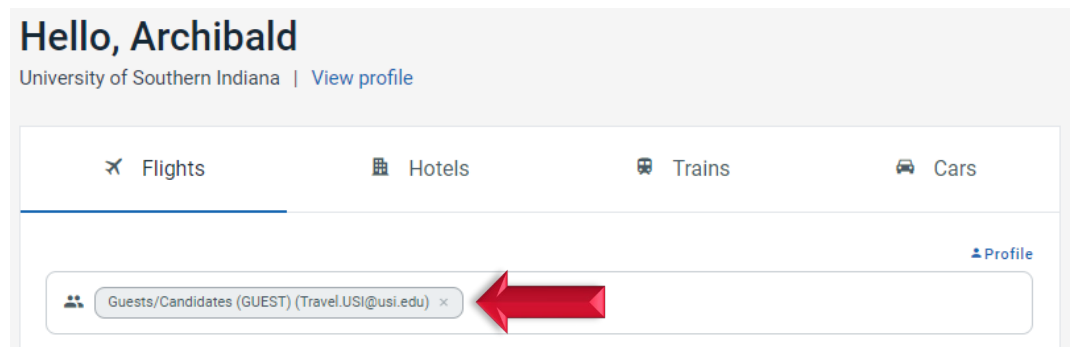
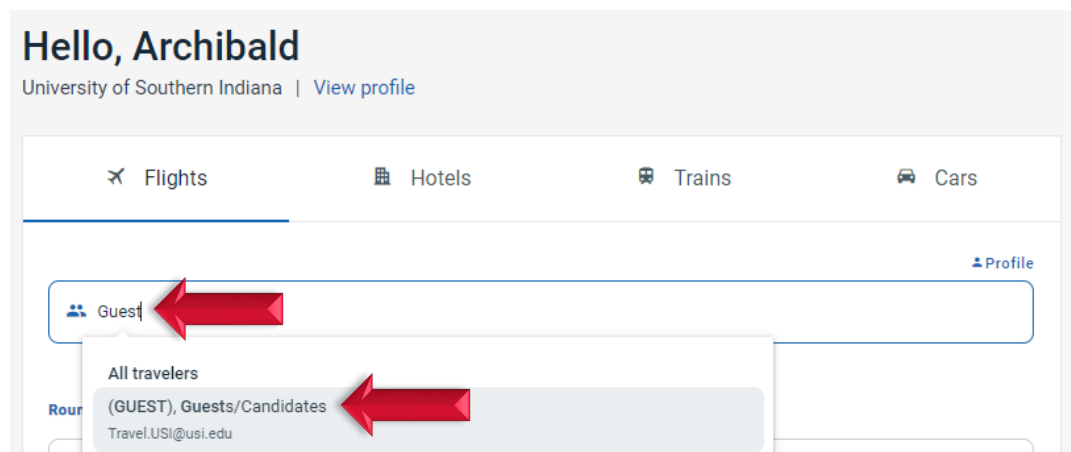
Submitting a Guest Itinerary Using an Egencia Guest Account

Step 1

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



Type **Guest** and select the **Guest Account** that appears in the drop-down menu.



Step 2

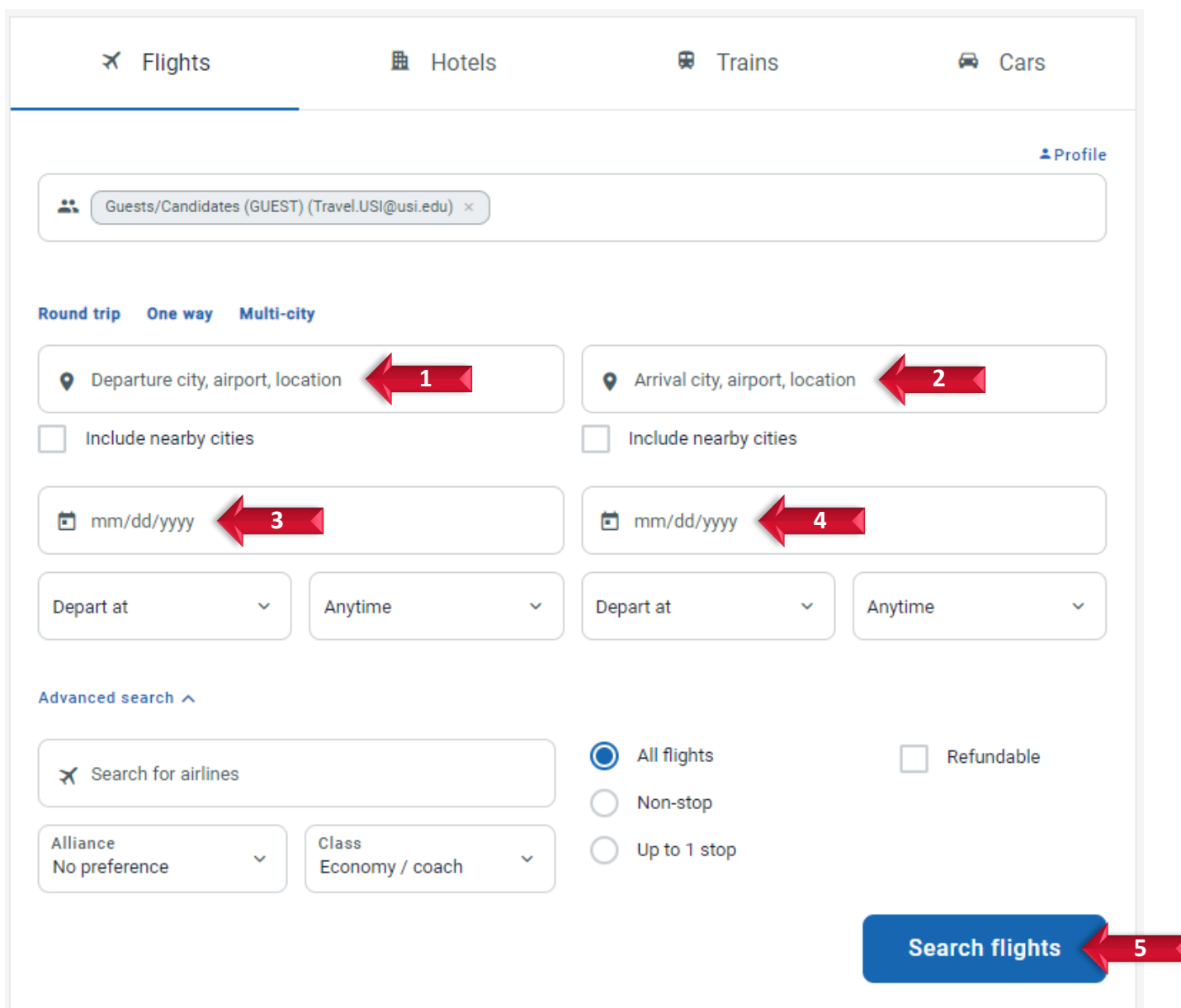
Click in the **Departure City (1)** box, begin typing the name of the departure airport, and select from the drop-down menu.

Click in the **Arrival City (2)** and begin typing the name of the arrival airport and select from the drop-down menu.

Click in the **Departure Date (3)** box (under Departure City) and select the departure date.

Click in the **Return Date (4)** box (under the Arrival city) and select the return date.

Click on the blue **Search Flights (5)** button (no other information is required to be entered).



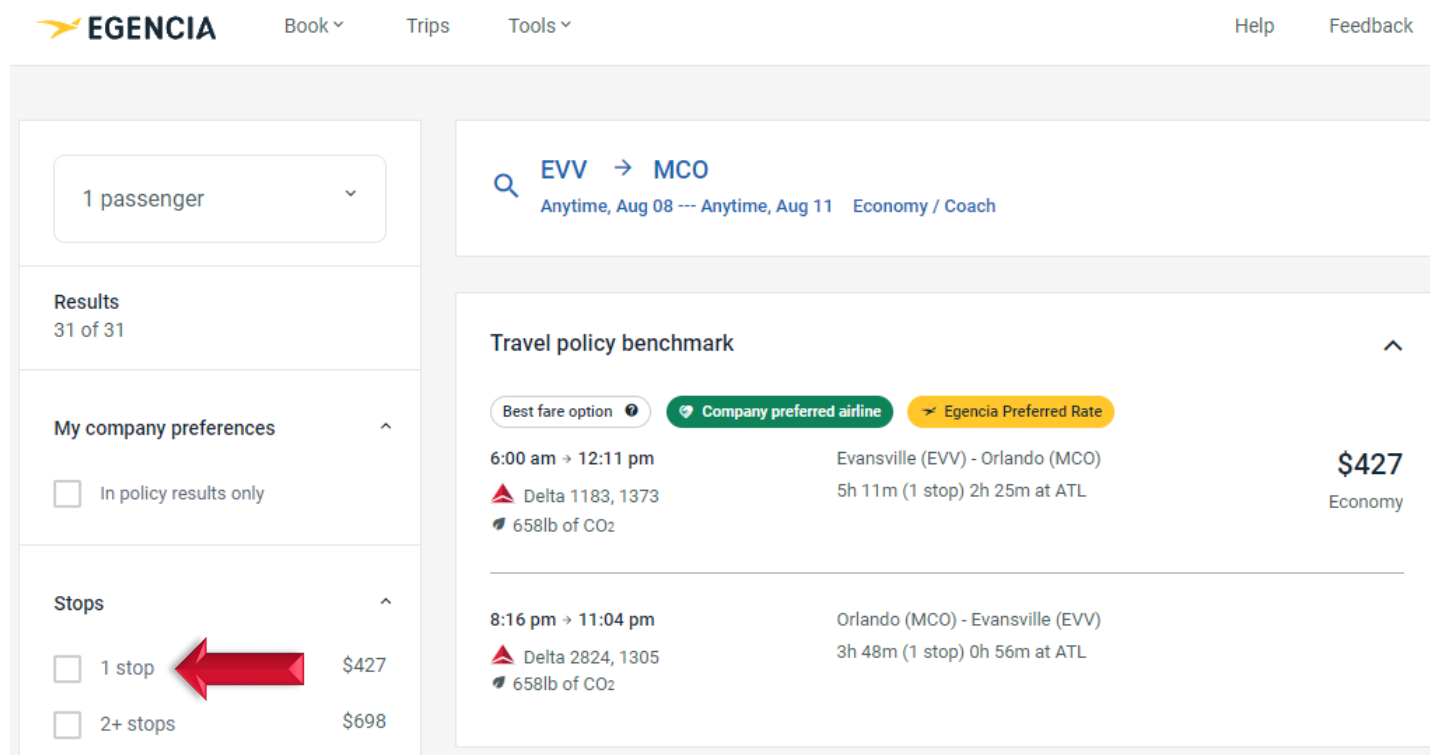
The screenshot shows the Egencia flight search interface. At the top, there are tabs for Flights, Hotels, Trains, and Cars. Below the tabs, there is a profile link and a guest list box containing "Guests/Candidates (GUEST) (Travel.USI@usi.edu)". The main search area has four tabs: Round trip, One way, and Multi-city. Below these tabs, there are two columns for search criteria. The left column has a "Departure city, airport, location" box with a red arrow labeled 1, an "Include nearby cities" checkbox, a "mm/dd/yyyy" date box with a red arrow labeled 3, and a "Depart at" dropdown menu. The right column has an "Arrival city, airport, location" box with a red arrow labeled 2, an "Include nearby cities" checkbox, a "mm/dd/yyyy" date box with a red arrow labeled 4, and an "Anytime" dropdown menu. Below the search criteria, there is an "Advanced search" section with a "Search for airlines" box, an "Alliance" dropdown menu, a "Class" dropdown menu, and radio buttons for "All flights", "Non-stop", and "Up to 1 stop". There is also a "Refundable" checkbox. At the bottom right, there is a blue "Search flights" button with a red arrow labeled 5.

Step 3

On the left-hand side are various parameters you can set for the flight search (e.g., Stops, Times, Airlines).

Under the **Stops** section, click the **1 stop** checkbox, which, after checking, will only show flights that have one-stop/layover.

- If Non-Stop is available, then check that option. The fewer stops on a flight, the less likelihood of delays or other issues with getting the guest to his/her destination.
- The other abovementioned parameters can be adjusted but this is not necessary.



Step 4

Review the departure flight choices provided.

Select the flight that best fits the guest's schedule.

- Any airfare over \$600 will be reviewed by Travel Procurement before it is purchased.

Step 5

Click either the **1 Stop** or **Non-Stop** option under the **Stops** section (Reference [Step 3](#)).

Review the return flight choices provided.

Select the flight that best fits the guest's schedule.

- Any airfare over \$600 will be reviewed by Travel Procurement before it is purchased.

Step 6

Review the itinerary selected.

- Other fares may be listed. Leave the selected default as is.

If the **Seat selection** section is displayed, then click **Select (1)** and follow the prompts to select seating for the flights.

- Select a blue seat square for each flight segment.
 - Note: Gray seat squares are occupied.
 - Note: Blue seat squares with stars are premium seats and cannot be selected in Egencia.
 - Note: If only gray seat squares or blue seat squares with stars are shown, then skip that flight segment. The guest will be assigned a seat at airport check-in for this flight segment.

Click the blue **Continue (2)** button after your review of the itinerary (right-hand side) is complete.

Flight details and options

Fare selection

Fare class	
☒ Economy / MAIN fba x0 ✗ Non-refundable ✓ Changeable ⓘ	\$475 ➤ Egencia Preferred Rate
☐ Economy / REFUNDABLE MAIN CABIN fba x0 ✓ Refundable ✓ Changeable ⓘ	\$534 ➤ Egencia Preferred Rate
☐ Premium Economy / COMFORT+ fba x0 ✗ Non-refundable ✓ Changeable ⓘ	\$573 ➤ Egencia Preferred Rate
☐ Premium Economy / REFUNDABLE DELTA COMFORT PLUS fba x0 ✓ Refundable ✓ Changeable ⓘ	\$711 ➤ Egencia Preferred Rate
☐ First / FIRST CLASS fba x2 ✗ Non-refundable ✓ Changeable ⓘ	\$829 ➤ Egencia Preferred Rate
☐ First / REFUNDABLE FIRST CLASS fba x2 ✓ Refundable ✓ Changeable ⓘ	\$1,066 ➤ Egencia Preferred Rate

Seat selection

Select free seats for your trip

Rules and restrictions

1

Select

2

Continue

1 passenger

Mon 08 Aug - Change flight

3h 50m

6:00 am → 8:18 am

Evansville to Atlanta

Evansville Regional (EVV) – Hartsfield-Jackson Atlanta Intl. (ATL)

Delta 1183 | Economy (L) | Boeing 717 | 1h 18m

305lb of CO₂

Company preferred airline

1h 2m layover in Atlanta (ATL)

9:20 am → 10:50 am

Atlanta to Orlando

Hartsfield-Jackson Atlanta Intl. (ATL) – Orlando Intl. (MCO)

Delta 1575 | Economy (L) | Boeing 757 | 1h 30m

353lb of CO₂

Company preferred airline

MAIN

No checked bag included | Seat assignment available before check-in

Changeable, No refund

Thu 11 Aug - Change flight

3h 48m

8:16 pm → 9:49 pm

Orlando to Atlanta

Orlando Intl. (MCO) – Hartsfield-Jackson Atlanta Intl. (ATL)

Step 7

The next screen is where you will enter the guest's information and where you will select a staff person in Travel Procurement to approve the trip request.

The first section asks for the guest's First name, Middle name, Last name, and his/her Mobile number.

- Note: Verify that the guest's name appears **EXACTLY** as it is on the government-issued I.D. (driver's license/passport) that he/she will show at the airport.
- Note: Some guests might not have a middle name or initial. Leave this box blank if this is the case.

Evansville-Orlando, Orlando-Evansville

Fields marked with asterisk (*) are mandatory

First name *

First name

Middle name

Middle name

Last name *

Last name

Home

+1 ▾ Home

Work

+1 ▾ Work

Mobile *

+1 ▾ Mobile

View profile

The next section is **Traveler's information**, which has four subsections.

The first subsection is **Identity information**.

Enter the traveler's name the same as in the previous section.

Select the traveler's gender in the **Gender** field.

Enter the traveler's date of birth in the **Date of birth** field.

Traveler's information

Identity information

First name *

First name

Middle name

Middle name

Last name *

Last name

Gender *

▾

Date of birth *

mm/dd/yyyy

The second subsection is **Passport Information**.

Skip this section for domestic trips.

- Note: If this person is going to or coming from an international destination, then you must obtain the required information (Passport Number, Passport Expiration Date, and Issuing Country) from the traveler and enter in the designated fields.

Passport Information

Number Number	Date of Expiration mm/dd/yyyy
Issuing country or region	

The third subsection is the **Frequent flyer program**.

No action is required.

Frequent flyer program

Delta

Loyalty Card	Frequent Flyer Number Frequent Flyer Number
--------------	--

The last subsection is **Secure Flight Passenger Data**.

If your traveler has a Redress Number or a TSA PreCheck (aka: Known Traveler Number), then enter it in the appropriate field.

Skip this section if your traveler does not either one of these numbers.

Secure Flight Passenger Data

Save time at the airport by providing this information in advance.



DHS Redress Number DHS Redress Number	TSA PreCheck TSA PreCheck
--	------------------------------

The next section is **Information requested by your company**.
No action is required.

Information requested by your company

Optional fields ▾

The next section is **Approval required**.
In the **SELECT YOUR APPROVERS** field, select Patricia Tieken.

Approval required

The trip will be reserved and requires approval

This reservation will be secured till May 12, 2022 01:59. If your request is approved during this period, a ticket will be issued. If your request is approved later, there will be an attempt to proceed with the booking but there are chances of booking failure. The price could increase during the time the trip is pending approval.

Please select your approvers. You can provide details to your approvers through the comment field.

📘 Special instructions

Please select Tricia Tieken for all purchases.

SELECT YOUR APPROVERS *

+ |

Patricia Tieken
 patieken@usi.edu

Susanne Stanley
 sstanley@usi.edu

250

The next section is **Need more time to think?**

If you are ready to make the purchase now, then leave the box unchecked.

If you do need more time, then check the box.

Need more time to think?

☐ By selecting this option, you can hold this reservation and confirm later.

We will reserve your trip, but it will not be booked until you confirm it (allowing you to cancel without penalty). The confirmation deadline is May 12, 2022 01:59, after which it will be cancelled automatically. The price is not guaranteed and is subject to change up until the booking is confirmed.

The next section is **Choose your payment.**

No action is required.

Choose your payment

Choose your payment



VISA 7689

expires 2022/07 7689 

VISA 7689



.... 7689

User card(s)

Susanne Stanley

expires

2022/07

The next section is **Calendar sync keeps your calendar coordinated with your travel schedule**.
No action is required (leave the box unchecked).

Calendar sync keeps your calendar coordinated with your travel schedule

[Sync and time zone tips](#)

☐ Send to Travel.USI@usi.edu

The next section is **Notifications**.

Enter the traveler's email address in the **Travel E-mail** field.

Enter your email in the **Arranger E-mail** field.

- Note: The **Other recipients** field is static and cannot be changed.

Notifications

Traveler E-mail (changes to this field will not be reflected in the traveller profile) *

Email



Arranger E-mail (Optional)

Email

Travel.USI@usi.edu



Other recipients (Optional)

Email

sstanley@usi.edu; patieken@usi.edu; sstanley@usi.edu



The last section is where you can click **Save for later** or **Send approval request**.

If you selected the “Need more time to think” checkbox earlier, then click **Save for later**.

- Note: If you chose Save for later, then you need to go back in Egencia and submit the ticket before the confirmation deadline indicated in the “Need more time to think” section. The price is not guaranteed and is subject to change up until the booking is confirmed.

If you are ready for Travel Procurement to review and purchase the ticket, then click **Send approval request**.

- Note: After the flight is purchased, you will be notified by Egencia and Travel Procurement. The price is not guaranteed and is subject to change up until the booking is confirmed.

Total
\$481.09

[Save for later](#)

[Send approval request](#)

Important information about your booking

Total : This total includes selected items, taxes and service fees.

Egencia Fees : All Egencia Fees are charged at the time of booking and are non-refundable.

Payment will be processed in US.

Customer service

Need help with your transaction? [Contact us](#)