

10. Send invitation and or save the template for future use which the invitation can be sent to an individual or multiple travelers

EGENCIA Book Trips Tools Community

Create guest users

Guests will get a link to fill in their personal details and register on Egencia. Please setup approval and policy for guest bookings.
Fields marked with asterisk (*) are mandatory

Important Information
When setting up approval and policy for guest bookings, please use the link below to [Configure approval settings](#).

Access
Set

Business information

Traveler Group *
General Travelers

Department code
Please select

Department code
Please select

Primary Dept ID (FASIS)

Fund: (3 numeric characters) *
Please select

Dept: (7 numeric characters) *
Please select

Project: REQ if FUND Greater than 160

Activity: REQ if FUND Greater than 160

Program: (4 numeric characters) *

Chart Field 1: (4 numeric characters)

Program: (4 numeric characters)

Chart Field 1: (4 numeric characters)

Account Code *

Please select

Business Purpose *

Please select

Business Purpose Detail (ex: conf/event name) *

Arrangers

Assign users who can arrange travel for guests

No Arranger selected

Approvers

Assign users who can approve travel for guests (optional)

No Approver selected

You can set up level 1 approver(s) here. Visit user profile to set other level approvers

Invite guest to register

Guest will receive a link to register on Egencia. You will receive an email notification after the guest has registered.

Guest travel admin *

You can specify additional users such as travel arrangers and approvers to receive registration notifications

Salem Marrogi (s.marrogi@northwestern.edu)

You have two options for registering guests

Send email invites

Generate guest registration link

Generate a common link that could be used by guests to register. Note: registration links can be shared externally. We recommend inviting guests by email, for the most secure option. Guest travel admins will receive email notifications to approve registrations.

View templates

Save as template

EGENCIA
Egencia Travel by Expedia Group