Egencia Arrangers

Overview
Arrangers can book travel in Egencia for a University employee or student. The traveler must be listed under the arranger's profile in Egencia in order to do this, though.

If an arranger needs to book travel for someone not listed under 'My Travelers' in the arranger's profile, the arranger should complete a Security Access request for travel through the BSU HelpDesk in order to have the traveler added. Note that arrangers will receive Egencia purchase notifications for their travelers.

Procedures
In order to arrange travel for a University employee or student in Egencia, the traveler-arranger relationship must be created in Egencia. To request or remove this relationship:

1. Go to the HelpDesk website — [https://www.bsu.edu/helpdesk](https://www.bsu.edu/helpdesk).
2. Choose 'Request Services.'
3. Choose 'Security Access.'
4. Choose 'Travel & Expense - Security Access.'
5. Your employee data should automatically be populated. Check the 'Egencia Arranger' box.
6. Enter a justification for the request in the appropriate field.
7. Complete the 'List the names of the travelers, including students, the above employee would need to arrange travel for in Egencia' field.