

## Using Egencia With Chrome River

### Overview

The Airfare, Hotel, and Rail expense types in Chrome River contain a 'payment method' dropdown to indicate how those items will be paid for:

- If the traveler would like the University to directly pay for air, hotel, or rail with the University travel card, the delegate will select the payment method of 'University travel card through Egencia'
- If the traveler would like to pay for the items out-of-pocket and be reimbursed on an expense report, the delegate will select 'other payment method'

If selecting the University travel card payment method, the traveler will receive an e-mail when the Pre-Approval is fully approved, and at that point, the traveler is free to book travel in Egencia with the University travel card.

### Considerations

Please be aware of the following:

- Travelers can still search for flights, hotels, etc. in Egencia without having to book those items right away - the searches can be saved in Egencia (under 'Trips') and then booked once the Pre-Approval has been approved
- It may be advisable to enter an amount on the Pre-Approval which is a little higher than the rates found in Egencia to allow for price fluctuations
- If funding for a given Egencia expense item will be split between FOAPALs, enter a comment detailing the particulars of the split

If the Egencia charge was paid for with the University travel card, the charge will go back against the FOAPAL(s) indicated above at the end of the month.