

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

The screenshot shows the 'Create guest users' interface on the Egencia platform. At the top, there is a navigation bar with the Egencia logo and menu items: Book, Trips, Tools, and Community. Below the navigation bar, the page title is 'Create guest users', followed by a sub-header: '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'.

The form is divided into several sections:

- Important Information:** A blue box with a warning icon and text: 'Important Information. When setting up approval and policy for guest bookings, please use the link below. Configure approval settings.'
- Access:** A section with a 'Set' label and a date input field with a calendar icon and the placeholder 'mm/dd/yyyy'.
- Business information:** A section with a 'Traveler Group' dropdown menu (currently showing 'General Travelers') and a 'Department code' dropdown menu (currently showing 'Please select').
- Department code:** A separate dropdown menu (currently showing 'Please select').
- Primary Dept ID (FASIS):** A text input field.
- Fund: (3 numeric characters) *:** A dropdown menu (currently showing 'Please select').
- Dept: (7 numeric characters) *:** A dropdown menu (currently showing 'Please select').
- Project: REQ if FUND Greater than 160:** A text input field.
- Activity: REQ if FUND Greater than 160:** A text input field.
- Program: (4 numeric characters) *:** A dropdown menu (currently showing 'Please select').
- Chart Field 1: (4 numeric characters):** A text input field.

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

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

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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