



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.

If an arranger needs to book travel for someone not listed under 'Arrange and approve' 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. 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>.
2. Choose 'Request Services.'
3. Choose 'Security Access.'
4. Choose 'Travel & Expense'
5. Your employee data will automatically populate.
6. Select 'Grant Access' from the permissions dropdown.
7. Select 'Egencia Arranger' from the roles dropdown.
8. List the names of the travelers, including students, in the appropriate box.
9. Enter a justification for the request in the appropriate field.