

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, Community, and a user profile icon. Below the navigation bar, the page title is 'Create guest users' with a subtitle: '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: 'When setting 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 containing several dropdown menus and text input fields:
 - Traveler Group *:** A dropdown menu with 'General Travelers' selected.
 - Department code:** A dropdown menu with 'Please select' and a close button (x).
 - Department code:** A second dropdown menu with 'Please select' and a close button (x).
 - Primary Dept ID (FASIS):** A text input field.
 - Fund: (3 numeric characters) *:** A dropdown menu with 'Please select' and a close button (x).
 - Dept: (7 numeric characters) *:** A dropdown menu with 'Please select' and a close button (x).
 - 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 with 'Please select' and a close button (x).
 - 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 (optional)

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

Search: Saem 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
Business travel by Expedia Group