

Selecting a Traveler in Egencia (Delegate Mode)

Step 1

Locate and then click in the **Select traveler(s) or type to refine search** box.



Step 2

Type the traveler's name and select his/her name from the drop-down menu.

If the traveler's name does not appear, then one of the below scenarios is true:

- Scenario 1: The traveler does not have an Egencia account.
Action: Have the traveler visit Travel Procurement's [Egencia](#) webpage and submit an **Egencia Account Request**.
- Scenario 2: You are not a delegate for the traveler's Egencia account.
Action: Request the traveler to email Travel Procurement (Travel.USI@usi.edu) to request having you added as a delegate to his/her Egencia profile.

