**Using Egencia, Harvard’s On-line Travel Booking Tool**

For additional information and training visit - [Egencia Online Booking](https://travel.harvard.edu/online-booking-tool)

**Types of Egencia Accounts:**

**Individual Harvard Employee Accounts/Traveler Account**

Employees can request an individual Egencia account, allowing them to create and update their traveler profile (payment, frequent flyer, and travel preferences) and book their own travel.

**To request an Individual Harvard Employee Egencia account, email:** **fad\_travelmgr@harvard.edu**:

* Employee Full Name (that matches their government issued ID)
* Harvard e-mail address
* HUID

**Travel Arranger Account**

Required for arrangers who will be booking travel on behalf of a Harvard Employee or guest. Follow the process below to establish the Travel Arranger account.

**To request a Travel Arranger account, email:** **fad\_travelmgr@harvard.edu**and provide the following:

* Travel Arranger Full Name (that matches their government issued ID)
* Traveler Arranger Harvard e-mail address
* Travel Arranger HUID
* Name of traveler or guest you will be booking travel for - *If they do not already have an account established, you will need to provide the information to set up their account. For Individual Harvard Employee Accounts follow the instructions above. For Guest Traveler instructions see instructions below.*

**Guest Traveler Accounts**

***Effective immediately, there is a new process for booking Guest Travel in Egencia. Access to existing Guest Traveler Accounts will no longer be available after March 31, 2023. If you need to make a change to previously booked travel that extends beyond March 31 you must contact an Egencia Agent at (800) 373-4979. Access to historical receipts/itineraries attached to previously used guest accounts, will remain in the system, and can be accessed the way they are today.***

Requested by a Travel Arranger to book travel for non-Harvard employees (students and include guest speakers, job candidates, conference attendees). The Guest Traveler Account can only be accessed by the arranger, the traveler does not have access to the information on the account such as payment methods.

**Please note:** For guests traveling internationally, having complex travel arrangements, or requiring a higher level of service, it is recommended to use one of [Harvard’s full-service travel agencies.](https://travel.harvard.edu/preferred-agencies)

**To request Guest Traveler account, email:** **fad\_travelmgr@harvard.edu**:

* Traveler’s First, Middle, and Last Name (as it appears on the government issued ID used for travel)
* Traveler’s Cell Phone Number
* Travel Arranger’s email address
* Traveler HUID – if they have one
* Tub (if applicable)
* Travel Arranger Name

**Note:** The travelers e-mail address must be added in the “Notifications” section each time a ticket is booked to receive their itinerary and any updates.