



Arranger Roles & Permissions: Employee Travel

Arrangers are IU staff who establish and manage travel reservations on behalf of others. This document outlines the system permissions needed to book travel and how to gain the appropriate level of access.

This document focuses on employee travel, or travel booked on behalf of IU faculty, staff, or students. Review the Arranger Roles & Permissions: Nonemployee Travel document to learn about nonemployee travel.

Egencia

Both the Arranger and the Traveler will need Egencia accounts. The Arranger can request both accounts in one email, or the Traveler can request their account separately.

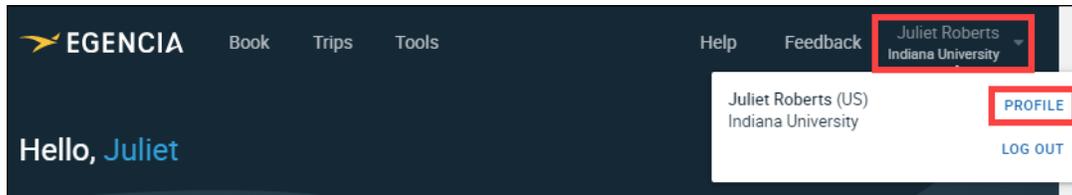
Arranger Account

Email travel@iu.edu to become an **Egencia Arranger**. Provide the following information:

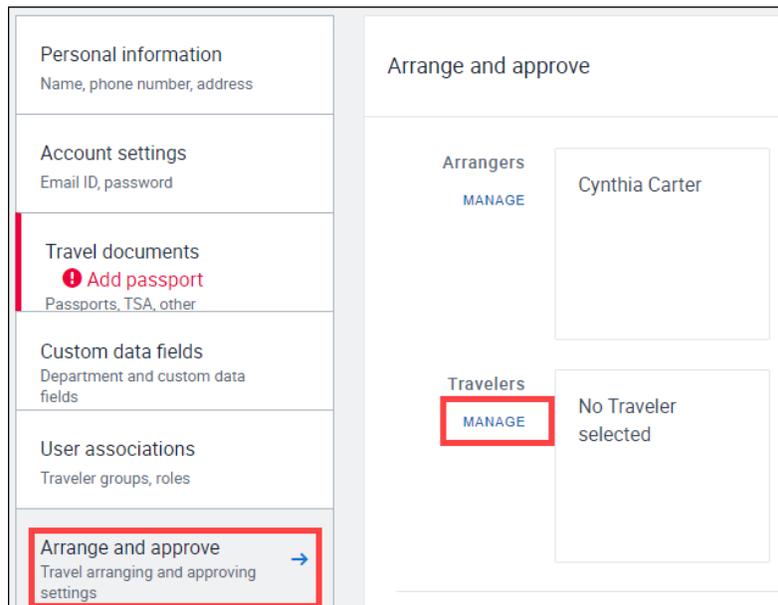
- The subject line of the email should be **“Requesting Egencia Arranger Role”**
- The following text in the body of the email:
 - “Can I please have the Arranger role added to my Egencia profile?”
- Your full name (first, middle, and last) – Name must match the name on your passport or driver’s license
- Your IU email address
- Your university ID number (UID#)

Traveler Account

The employee or student traveling must also have an **Egencia Traveler** account. Arrangers can locate and request access to a Traveler’s account by logging into Egencia, **clicking their own name** in the upper right corner and selecting **“Profile.”**

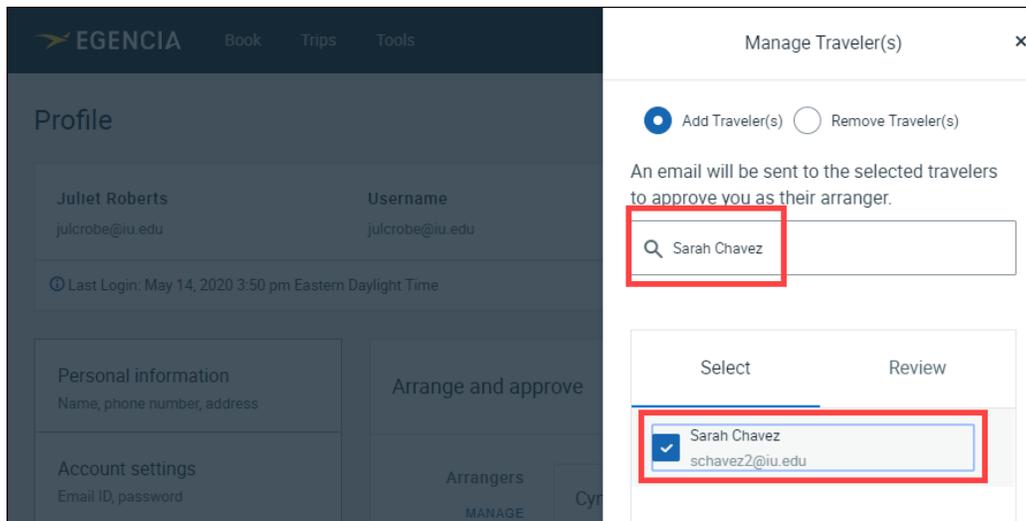


In the Profile menu, open the **“Arrange and Approve”** tab and click on **“Manage”** underneath **“Travelers.”**

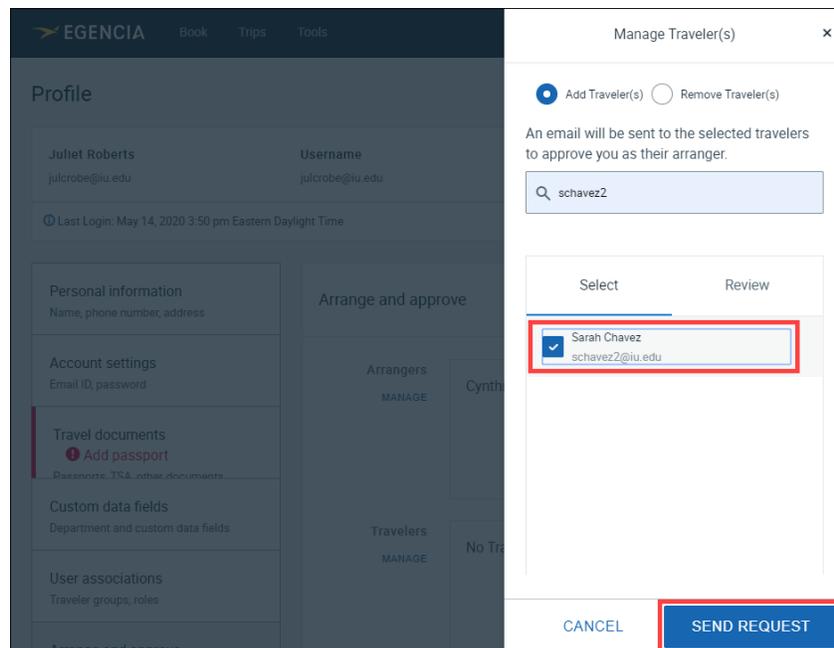




In the “Manage Traveler(s)” menu, **search** for the Traveler by IU username or first and last name. If they show up in the results, the Traveler already has an Egencia account.



Once both the Arranger and the Traveler are established in Egencia, the Arranger must request permission to arrange travel on behalf of the Traveler. Select the Traveler and click “Send Request.”



The Traveler must accept the request before the change goes into effect. See the [Managing My Arrangers in Egencia](#) document for instructions. Please email travel@iu.edu with questions.

If the Traveler does not have an Egencia account, the Traveler should email travel@iu.edu. Provide the following information:

- The subject line of the email should be **“Requesting Egencia Traveler Role”**
- The following text in the body of the email:
 - “I need an Egencia Traveler account, please.”
- Their full name (first, middle, and last) – The name must match the name on their passport or driver’s license



- Their IU email address
- Their university ID number (UID#)

Chrome River

The Arranger must be established as a **Chrome River Delegate** for the Traveler, or as a Super Delegate.

The Delegate role allows arrangers to create and submit requests on behalf of a single IU employee. The Super Delegate role allows arrangers to do the same on behalf of all staff within a department or organization.

Review the Managing Delegates in Chrome River document to learn more about gaining either of these roles.