



Arranger Roles & Permissions: Nonemployee 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 nonemployee travel. Usually, these travelers are job candidates, guest speakers, etc. Review the Arranger Roles & Permissions: Employee Travel document to learn more about employee travel.

Egencia

The Arranger must request **both an Arranger account for themselves and an Egencia Guest account**. One Guest account is established for all current and future nonemployee travelers. It is not necessary to establish a Guest account for each nonemployee.

Email travel@iu.edu to request the Arranger role and the Guest account. Provide the following information:

- Your full name (first, middle, and last) – The name must match the name on your passport or driver’s license
- Your IU email address
- Your university ID number (UID#)
- The following text
 - “I will need both the Arranger role added to my Egencia profile and a guest account created, please.”

In Egencia, the guest account will display in your traveler list as “your name guest” (e.g. Juliet Roberts guest).

Chrome River

Arrangers need basic, IU staff-level access to Chrome River. No Delegate or Super Delegate roles are needed. Travel arrangements made on behalf of a nonemployee are tied to the Arranger. As a result, expenses will populate in Chrome River under the Arranger’s Chrome River account.

BUY.IU

Arrangers need basic, IU staff-level access to BUY.IU. All IU staff have access to the system; however, new employees may experience a delay in the onset of their permissions. If this occurs, please contact askbuyiu@iu.edu.

Arrangers must establish nonemployee travelers as suppliers in BUY.IU. Once established, the nonemployee populates in Chrome River for use in expense reports.

Use the [Nonemployee Travel Worksheet](#) to collect the information needed to establish the traveler in BUY.IU. Once this information is in hand, request the traveler in BUY.IU using the steps detailed in the [Add a Nonemployee Traveler in Chrome River](#) guide.