



Requesting an Egencia Traveler Account

This document outlines how to obtain an Egencia Traveler account.

Egencia is one of IU's [Designated Travel Agencies \(DTAs\)](#) which allows users to book university-related flights, hotel reservations, train tickets, and rental cars online or through a customer service agent. As an employee traveling on official university business, you must make arrangements using IU's DTAs.

To make reservations through Egencia, you must have a Traveler account. To request a Traveler account, 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.”
- Your full name (first, middle, and last) – The name must match the name on their passport or driver’s license
- Your IU email address
- Your university ID number (UID#)

Travel Management Services (TMS) will reply to your email indicating the account has been created. At that point, you can log into [Egencia](#) and browse travel arrangements.