

Indiana University Office of Procurement Services

STANDARD OPERATING PROCEDURE

SOP NO:	SOP-TVL-11
SUBJECT:	Booking travel for non-IU affiliated travelers
SOURCE:	University Travel Management Services
ORIGINAL DATE OF ISSUE:	07/10/2023
DATE OF LAST REVISION:	N/A
DISCLAIMER:	The information provided in this Standard Operating Procedure (SOP) is designed to provide helpful information on this procedure. Travel Management Services reserves the right to determine on a case by case basis if a SOP should be adjusted for a particular situation. This SOP is not intended to cover each and every situation nor can it anticipate specific circumstances.
RATIONALE:	IU employees on approved travel may wish to take non-IU-affiliated family along with them. This is allowable, however IU does not cover expenses for the family member(s) or partner accompanying the approved employee traveler. The employee may take advantage of IU prepaid options for their own approved travel expenses, and apply a personal credit card for payment of the additional family member(s) or partner’s travel expenses. This SOP is designed to help approved employee travelers in this situation navigate the various options.
PROCEDURES:	<p>IU’s online booking tool, Egencia, allows for guest profiles to be created and a personal credit card can be entered during the checkout process. Each guest profile is tied to a specific traveler name and unique email address. The employee or their arranger should request one of these Egencia guest traveler profiles for each non-IU affiliated traveler. Guest profiles can be requested here.</p> <p>Please note: If you have multiple, younger children who do not have a unique email address, booking travel in Egencia via the guest profile function will not be possible.</p> <p>Another method to take advantage of IU’s negotiated rates is to work with a local Designated Travel Agency. * Altour, Bliss, and Travel Leaders** can help approved employee travelers book trips using IU prepaid methods for the IU funded traveler’s reservations and then book their traveling family member(s) or partner via a personal credit card.</p> <p>A third option is for approved employee travelers to pay out of pocket for themselves and their family’s reservations and then to request reimbursement for the approved travel expenses after the completion of the trip.</p> <p>Please review IU travel policy prior to making reservations to ensure compliance when making reservations.</p> <p>This SOP can be used in the same capacity to apply to IU visitors coming in wishing to bring partners or family members along with them. IU prepaid methods can be used for the IU funded visitor and a personal card can be used for the additional family members.</p>

	<p>*Please note, with all of the IU prepaid air reservations, booking fees are associated with each traveler.</p> <p>**Altour, Bliss, and Travel Leaders will require a Trip Authorization number for all travel regardless of destination. They also only have an IU prepaid method for airfare reservations. Lodging reservations can be booked when airfare is booked, but require personal credit cards for reservations.</p>
DEFINITIONS:	Booking fee- fee charged by the travel agency associated with each traveler's ticket (fees typically range from around \$6.00-\$35.00 depending on the agency and ticketing complexity)
CROSS REFERENCE:	<p>https://training.iu.edu/documentation/travel/system-overview/nonemployee-guest-travelers-in-egencia.html</p> <p>https://travel.iu.edu/traveling/secure/desigtravelagen.shtml</p> <p>https://policies.iu.edu/policies/fin-trv-01-travel-policy/index.html</p>