

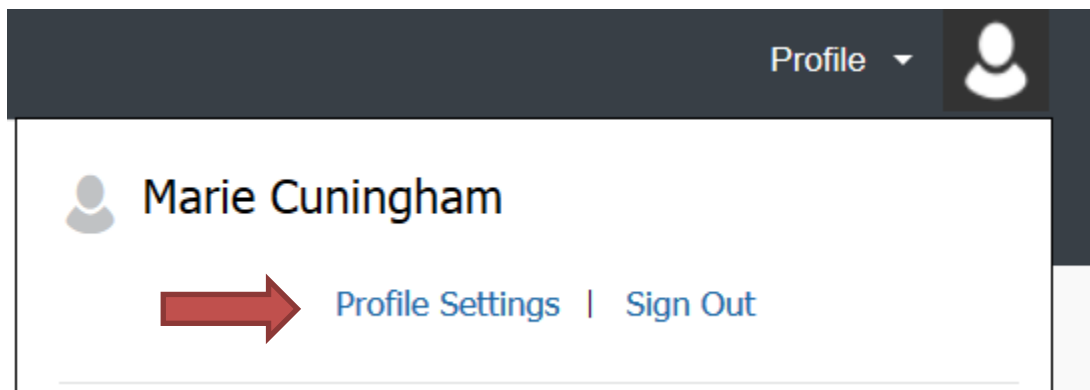
What's the difference between a Travel Arranger and an Expense Delegate?

Travel Arranger – This individual can make travel reservations for a guest traveler or another employee.

Request/Expense Delegate – This individual can create Travel Requests and Expense Reports on behalf of another employee.

HOW TO ASSIGN A TRAVEL ARRANGER

In order to make travel arrangements for another employee, the traveler must assign someone as their "Travel Arranger." Go to your Profile Settings:



Click "Setup Travel Assistants"

Profile Options

Select one of the following to customize your user profile.

Personal Information

Your home address and emergency contact information.

Company Information

Your company name and business address or your remote location address.

Credit Card Information

You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.

E-Receipt Activation

Enable e-receipts to automatically receive electronic receipts from participating vendors.

Travel Vacation Reassignment

Going to be out of the office? Configure your backup travel manager.

System Settings

Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

Contact Information

How can we contact you about your travel arrangements?

Setup Travel Assistants

You can allow other people within your companies to book trips and enter expenses for you.

Travel Profile Options

Carrier, Hotel, Rental Car and other travel-related preferences.

Change Password

Change your password.



Click "Add an Assistant"

Assistants and Travel Arrangers Go to top


Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

Refuse Self Assigning Assistants ?

Your Assistants and Travel Arrangers [+] Add an Assistant

You currently have no assistants defined.

[Save](#)

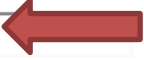


In the empty field below “Assistant”, enter the last name of the employee to be designated as the Travel Arranger.

Add an Assistant

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

Assistant

Can book travel for me

Is my primary assistant for travel*

*Individuals/Groups with **no work phone number in their profile** cannot be designated as primary assistant for travel.

[Save](#) [Cancel](#)

Select the individual who is to be the Travel Arranger, and then select whether the Travel Arranger can only **book travel**, or whether he/she is to be the **primary assistant** which means that the Travel Arranger will have access to the employee’s profile information. Don’t forget to “Save” your selections.

Once the employee is selected, the traveler will see the employee’s name in the Assistants and Travel Arrangers box.

Assistants and Travel Arrangers [Go to top](#)

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.


Refuse Self Assigning Assistants [?](#)

Your Assistants and Travel Arrangers [+ Add an Assistant](#)



Cunningham, Marie I.	Can book travel? <input checked="" type="checkbox"/>	✎ ✕
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[Save](#)

From your Profile Settings, select “Book travel for any user” and enter the name of your traveler. Choose the traveler you wish to make reservations for:

 Marie I. Cuningham

[Profile Settings](#) | [Sign Out](#)

 **Acting as other user** 

- Act on behalf of another user
- Act as user in assigned group (Proxy)
- Book travel for any user (Self-assign)



Nevarez, Virginia V



Cancel

Start Session

IMPORTANT:

Before making reservations, make sure that the correct Cost Center number is entered in the Profile page.

Company Information

Employee ID

Manager

Employee Position/Title

Cost Center **[Required]**

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