HOW TO BOOK ON EGENCIA

You should have received a welcome letter and/or invitation from Egencia giving you log in instructions and other logistical information about your trip. If you did not receive it please check your spam folder. If it is not there, please go to www.Egencia.com. Your ID is your first name, underscore, last name, underscore yale. i.e. John_jones_yale.

Request that a new password be emailed to you.
FOLLOW THE DIRECTIONS IN THE LETTER YOU RECEIVE CONTAINING YOUR TEMPORARY PASSWORD TO CREATE A NEW PASSWORD. YOUR MEMBER ID IS YOUR FIRST NAME UNDERSCORE LAST NAME UNDERSCORE YALE
PLEASE CLICK ON THE LINK TO READ THE MESSAGE FROM YOUR HOST.
Book your flight by clicking the appropriate selection.
select your flights, read the rules, and check the box “i have read the rules...”

choose one of the options to check out or temporarily reserve, etc.
Depending upon how your group has been set up, either all reservations may require approval, or only those considered “out of policy” i.e. over a certain fare cap, outside of approved travel dates, not into approved airports, etc.
Vernon Traveler is requesting trip approval from Christina Riley

Please note that automatic booking will be attempted for this trip upon approval.

Traveler: Vernon Traveler (mkaplan50@aol.com)
Itinerary: New York, NY 23063700768

Flight: San Antonio (SAT) to New York (LGA)
Arranged by: Marcia Kaplan
Policy: Out of policy
Trip Purpose: test
Booking status: Not booked
Approval status: Awaiting approval
Approval Comments:
- 11-Aug-16 Christina, this is a test booking (Marcia Kaplan)

Selected flight
- Price at submission: $343.12
- Lowest logical fare: $341.00
- Airline: American Airlines 320
- Depart: Oct-25-2016 12:35 PM
- Arrive: Oct-25-2016 7:02 PM
- Number of connections: 1 stop
A trip approval request will be sent to your Yale host. Continue the booking process, choosing the card loaded into “Payment Information”
You will receive a confirmation showing that the reservation will be held until midnight the next day, and that it is “awaiting approval.”

Please try to book Sunday-Thursday in order to enable your host to approve during normal business hours.