# **Travel Arranger**

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

<u>Travel Arranger</u> – 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.

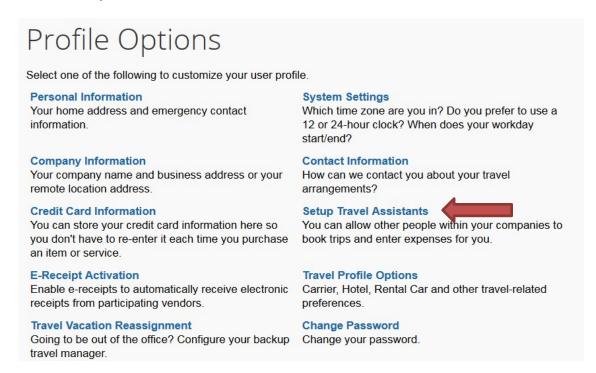
### **How to Assign a Travel Arranger**

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

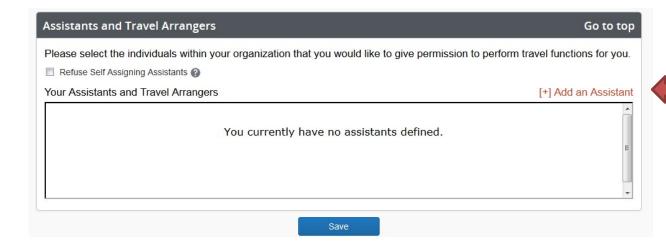
Go to your Profile Settings:



#### Click "Setup Travel Assistants"

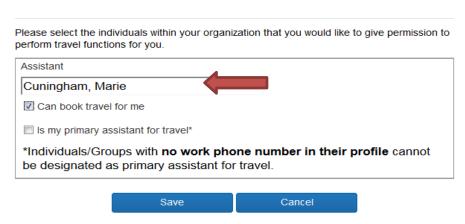


#### Click "Add an Assistant"



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

## Add an Assistant



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.



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

