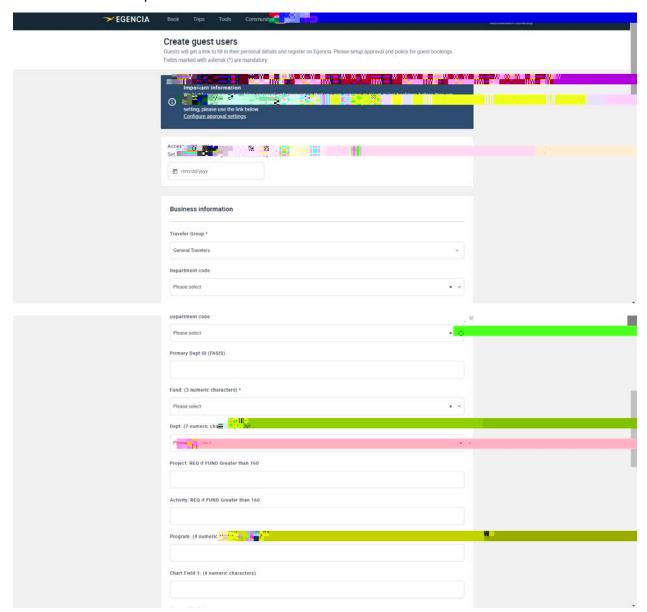
Northwestern englessiserves



10. Send invitation and or save the template for future use which the invitation can be sent to an individual or multiple travelers



Northwestern englessiserves

riogian, (* numeri, characters)			
Chart Field 1: (4 numeric characters)			
Account Code *			
Please select	× ~		
Bu s Purpose *			
Please select	× ~		
Business Purpose Detail (ex: conf/event name) *			
Arrangers Assign users who can arrange travel for gue			į
No Arranger selected			
Approvers Assign users who can approve travel for guests (optional)	Manage		
No Approver selected			
You can set up level 1 approver(s) here. Visit user profile to set other level approvers			
You can set up level 1 approver(s) here. Visit user profile to set other level approvers			•
Invite guest to research a link to register on Egencia. You will receive an email notification after the guest has registered.			
Guest travel admin *			
You can specify additional users such as travel and the travel and			
You have two options for registering guests			
Send email invites	ts instant acce	ss to	
Generate guest registration link GO Generate a common link that could be used by guests to register Note: registration links can beed	>		=
extensible a programment invaring guess by erhal, for the most secure option, sulest devel admins will receive 1.5. forms to appropriations.			
View templates Save as tem	nplate		
→ EGENCIA			